Requests for gift Project IDs require additional support to ensure proper Chartfield set-up:

- Gift Project ID requests should be accompanied by support showing receipt of the gift, such as an image of the check, the gift transmittal form, the gift receipt number (via CATracks), or indication that set up is to facilitate an online giving cart. Including this information with the initial Chartfield Request form will help Chartfield Maintenance to complete Project ID requests within 3-5 days. For questions on special considerations and gifts that do not have cash in hand, please contact Gift Update giftupdate@northwestern.edu.

- When possible, please include the gift agreement and/or other forms of background information outlining the terms of the gift’s use. This helps Chartfield Maintenance to determine the appropriateness of the Class and Purpose attributes assigned to the new Project ID.

Please note the following recommendations:

- If the initial gift amount is less than $10,000, please review your area’s current pool of gift Project IDs to determine if an existing account would be a reasonable alternative, including comparable expected use. Best practice is that the gifts be redirected to an existing gift Project ID unless there is an expectation of multiple or future contributions. For questions on special considerations, please contact Gift Update giftupdate@northwestern.edu.

Please contact ChartField Maintenance at ChartField_request@northwestern.edu if you have any questions.