

GIFT/DEPOSIT TRANSMITTAL FORM

Univ. Dept. or Org: _____ Your Name: _____

Date of Transmittal: _____ Phone Number: _____

Deposit into Fund: Number _____ Name: _____

These Items Are: Checks or Cash (Do not mix checks/cash and credit card charges on the same transmittal form.)
(check ONE) Credit Card Charges

These Items Are: Contributions (tax-deductible items)
(check ONE) "Other" Deposits (non tax-deductible items. Describe specific purpose and justification below.)

Explanation of Deposit: _____

Deposit Amount: Checks: \$ _____ Cash: \$ _____ Total Checks + Cash: \$ _____

DEPOSIT INSTRUCTIONS

Credit Card Charges: \$ _____

- **Contributions and "Other" Deposits should be on separate deposit forms, unless checks or charges include both contribution and premium.**
- Premium values (coffee mugs, t-shirts, tickets, etc.) should be deducted from amount of contribution.
- All checks must be properly endorsed. Unendorsed checks will be returned to the department/organization transmitter.
- *Include all supporting documentation from the donor with the deposit.* This includes: envelope and letter from the donor, membership application (if applicable) and any other information that will assist in accurate recording of the contribution.
- Include donor's name and complete address if it does not appear on the check or accompanying materials. Write Advance ID# on check or accompanying materials if known.
- If all required information is not received, the deposit will be returned to the sender.

ITEMIZATION INSTRUCTIONS

- *Forward checks/cash, credit card charges, and matching gifts on separate transmittal forms.* (Attach additional pages if necessary.)
- If contribution, list only the individual who is to receive credit. If joint credit/recognition, then list BOTH names.
- If a business contribution, is an individual(s) also to receive credit/recognition? If yes, then also list individual(s).
- For credit card charges, *include the original document or charge slip* that shows credit card type, account number, and expiration date.

Donor/Payor Name(s)	Address (if not on attached materials)	Contribution Amount	Other Amount
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