



**FORT HAYS STATE UNIVERSITY
FOUNDATION**

GIFT/DEPOSIT TRANSMITTAL FORM

Your Name: _____ University Dept or Org: _____

Date of Transmittal: _____ Phone No. _____

Deposit in Fund #: _____ Fund Name: _____

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

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

Explanation of Deposit: _____

Deposit Amount: Checks \$ _____ Cash \$ _____ Total Check(s) + Cash: \$ _____
 Credit Card Charges \$ _____

Deposit Instructions

- Contributions and "Other" Deposits should be on separate deposit forms, unless checks or charges include both the 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 an envelope and letter from the donor, membership application (if applicable) and any other information that will assist in the accurate recording of the contribution.
- Include the donor's name and complete address if it does not appear on the check or accompanying materials.
- 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/Payee Name(s):

Address(es):

Contribution Amount:

Other Amount: