

Deposit Transmittal for ETSU Foundation DONATIONS

Use this form to submit cash and check deposits to the ETSU Foundation for **tax deductible donations ONLY**. Deliver to Advancement Services, Campus Box 70721, physical address: Model Mill, 602 Sevier St., OR drop in box on 2nd floor, Burgin Dossett (in the hallway outside the Bursar’s windows) **within 48 hours of receipt of funds**. Submitting multiple cash or check items for the same designation/index: list all donors and donation details and attach all related correspondence. For different designation(s)/indexes, please use a separate form. Funds that do not represent gifts should be deposited at the Bursar’s Office on this form: **Non-Gift Foundation Deposits**. Reference flow chart for questions.

E# (if known)	Name/Organization	Mailing Address/Org Contact	Check #	Amount
CHECK TOTAL \$ _____		CASH TOTAL \$ _____	GRAND TOTAL \$ _____	

DESIGNATION _____

CHART & INDEX # _____

Deposit Information
Fundraising Special Event: _____ <i>(Event name and description)</i>
Were good(s) or services received in relation to these funds? Yes ____ No ____
If yes, please describe the good(s) or service(s) and the value of each: _____
Gift Amount \$ _____ Benefit Amount \$ _____
Tribute: In memory ____ In honor ____ of _____
Send Tribute acknowledgement(s) to: Name: _____ Address: _____ City,State,Zip: _____
Additional Notes: _____

I certify that these funds should be deposited in the ETSU Foundation account listed and not in a University account. All relevant information pertaining to the nature of this deposit has been disclosed and any supporting documentation or correspondence has been attached.

Prepared by: _____ Date: _____

Department: _____ Phone: _____ Email: _____

Advancement Services Use Only
Coding: _____