

Non-Gift Foundation Deposits

Do not include donations - all donations must be received by University Advancement. Reference the flow chart for correct form.

This form is not for credit card payments. It is only for cash and checks.

This form is for **non-taxable, non-gift** Foundation deposits, such as registration fees.
After completing the form, you must get approval from Andrea Jimenez in
Foundation Accounting before receipting funds at the cashier windows.

Deposit Date _____

Non-taxable event _____

Total amount collected CASH \$ _____

Total amount collected CHECKS \$ _____

Total amount collected \$ _____
deposit into E-828547

Foundation account to transfer funds to **F-** _____

Contact Person _____ Phone _____

Signature _____

By signing, you certify that these payments are not gifts and that the payee understands no donation credit will be given in exchange for payment.

Approved by Foundation Accounting _____