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  ☐ Credit Card Charges  (Do not mix checks/cash and credit card charges on the same transmittal form.)

These Items Are: ☐ Contributions  (tax-deductible items)  ☐ “Other” Deposits  (non tax-deductible items. Describe specific purpose and justification below.)

Explanation of Deposit: Gift donations will go towards cost to put on the Run/Walk to Help Children Talk.

Deposit Amount: Checks: $__________  Cash: $__________  Total Checks + Cash: $__________

DEPOSIT INSTRUCTIONS

- 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.

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<thead>
<tr>
<th>Donor/Payer Name(s)</th>
<th>Address (if not on attached materials)</th>
<th>Contribution Amount</th>
<th>Other Amount</th>
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