

# Non-Gift Deposit Form

Use this form for non-gift deposits such as reimbursements.

Submission Date \_\_\_\_\_ Submitted By \_\_\_\_\_

Unit/School \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Fund Name \_\_\_\_\_

Deposit Total \$ \_\_\_\_\_ Is this a reimbursement of an advance? \_\_\_ Yes \_\_\_ No

## Deposit Type (choose ONE)

- Checks (use one form for multiple checks if all transactions are for the same fund and purpose)
- Credit Cards (use one form for multiple transactions if all transactions are for the same fund and purpose)
- Cash (use one form for each transaction)

## Deposit Information

**Miscellaneous Reimbursement** - Reimburse a previously disbursed expense from the same Foundation fund.

Name of vendor to which expense was paid: \_\_\_\_\_

Amount of the expense paid to that vendor: \_\_\_\_\_

**Dinner/Banquet Fees** - For non-fundraising events where expenses were paid from a Foundation fund. (Please attach a copy of the invitation to the deposit.)

Purpose of dinner/banquet: \_\_\_\_\_

Total fees paid: \_\_\_\_\_

**Faculty/Student Support** - For funds given to an individual named by the sponsor for a specific use supported by a Foundation fund. (Please attach correspondence.)

Name of the individual being supported: \_\_\_\_\_

Total paid: \_\_\_\_\_

**Other Activities** - Provide a detailed description of the nature of the deposit.

Nature of deposit: \_\_\_\_\_

Total feeds paid: \_\_\_\_\_