

# GIFT DEPOSIT FORM

This form is required for all gift deposits not accompanied by a giving card.

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

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

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

**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 gifts if all transactions are for the same fund and purpose)
- Cash (use one form for each gift; complete donor information below)

Donor Name \_\_\_\_\_

Business Contact \_\_\_\_\_

Donor Address \_\_\_\_\_

**Receipt Information**

Deposit Total \$ \_\_\_\_\_ (-) Benefits Received \$ \_\_\_\_\_ (=) Tax Deductible Total \$ \_\_\_\_\_  
(Less goods/services received-describe below)

Description of Benefits Received \_\_\_\_\_  
 \_\_\_\_\_

**Special Handling**

Deposit Connected to Event \_\_\_\_\_ Event Name \_\_\_\_\_  
\*Event/Fundraising Worksheet should be submitted to the Foundation prior to depositing any funds Event Date \_\_\_\_\_

Is this a sponsorship? \_\_\_\_\_

Gift in Memory Of \_\_\_\_\_  
 Please Notify \_\_\_\_\_

Gift in Honor Of \_\_\_\_\_  
 Address \_\_\_\_\_

Matching Gift Form Attached Donor's Employer \_\_\_\_\_

Spend/Frontload Gift (Deposit to Endowment Cash Account) - attach donor's written instructions **(required)**

Other Instruction \_\_\_\_\_

Foundation Use Only		
Campaign _____	Appeal _____	Package _____