

Donation/Gift Deposit

this form is only to be used if the donor received nothing in exchange for their money. Please use the Controller's Office Deposit Slip if the money was collected by selling something or event tickets

Department/Club : _____

Contact: _____

Extension or Email: _____

Donor Name	Check/Cash	Fund	Org	Amount
Total in deposit				

If you have a donation that is combined with revenue (i.e.: they bought a shirt and added \$20 as a donation), please contact the Controller's Office and we will help you make the deposit so the donation and revenue are recorded correctly.

Deliver to University Advancement, BARC, AD 98

Do not place in Controller's Office Drop Boxes in the Business Service Center or College Hall