

COLLEGE OF CHARLESTON FOUNDATION  
 DEPOSIT FORM  
 Wilson-Sottile House  
 66 George Street  
 Charleston, SC 29424

**DEPOSIT FORM**

NOTE: DO NOT SEND MONEY VIA CAMPUS MAIL.  
 DO NOT LEAVE CASH IN STAFF MAILBOXES OR ON THEIR DESKS.      THANK YOU.

**Part A.** To be completed by depositor. Use this form to provide information about the deposit you are making to your Foundation account.

1. Non-gift deposits should normally be sent to the Treasurer's Office of the College. If you are depositing "non-gift" funds, be sure to include an explanation below as to why the funds should go to the Foundation and explain the source of the funds. [ex: ticket sales for fundraising event]

2. For gifts, be sure there is an address & phone number on the donor's check or correspondence.

Date of Deposit	Foundation Account Name	Account Number			

	NON GIFTS (4350)	GIFTS (4010)	TOTAL
<b>Checks</b>			
<b>Currency/coins</b>			
<b>Deposit Total</b>			

EXPLANATION FOR NON-GIFTS:

<b>Depositor's Name</b>	<b>Depositor's Department</b>
<b>Depositor's Phone Number</b>	<b>Delivered to Foundation by</b>

**PART B.** To be filled out by Foundation Advancement Services/Financial Services

<b>Deposit Accepted by</b>	<b>Receipt Number</b>