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.

<table>
<thead>
<tr>
<th>Date of Deposit</th>
<th>Foundation Account Name</th>
<th>Account Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NON GIFTS (4350)</th>
<th>GIFTS (4010)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency/coins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXPLANATION FOR NON-GIFTS:**

<table>
<thead>
<tr>
<th>Depositor’s Name</th>
<th>Depositor’s Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depositor’s Phone Number</th>
<th>Delivered to Foundation by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Deposit Accepted by</th>
<th>Receipt Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Rev. 01/2014