

**Gift Deposit Documentation Form** (Rev 11-9-10)

**For Deposits to Account Code 478005 and 478010**

*(This form is not required for gifts that qualify to be coded to account code 478007 and 478015)*



Donor Payment Type:	<input type="radio"/> Cash	<input type="radio"/> Check # _____
Donated Amount: \$	_____	

Donor Name:
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Donor Address:	City:	State:	Zip:
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Gift Deposited to Chartfield (provide fund-dept-account):
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<b>Restrictions</b> Note: Documentation provided by the donor stating restrictions or purpose of the donation is <b>required</b> to be attached. (Example: the letter received with the donor's check)
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Departmental Name:
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Contact Name:	Phone:
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**For Student Account Services (SAS) Only:**

Receipt Number:
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Receipt Date:
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SAS will forward a copy of the completed form along with a copy of any documentation received to the Assistant Controller. The originals will be retained with the deposit form in SAS.