



# GIFT/DEPOSIT TRANSMITTAL

**Date of Transmittal:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Univ. Dept. or Org:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**These Items are:**

(Check ONE)

Contributions (Tax-deductible items)

Other Deposits (Non tax-deductible items. Describe specific purpose and justification below. Please refer to Sec. 4.1 of the KU Endowment Fund Administration & Use Handbook to determine appropriateness of directing non-contribution deposits to KU Endowment.)

**Will this contribution provide funding to a researcher, or a family member of a researcher, who has a financial or business relationship with the donor?**  YES  NO

**Explanation of Deposit:** \_\_\_\_\_

**Deposit Amount: Checks:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Total Checks + Cash:** \_\_\_\_\_

**DEPOSIT INSTRUCTIONS**

- Contributions and Other Deposits should be on separate deposit forms, unless checks include both contribution and premium.
- Premium values (coffee mugs, t-shirts, tickets, etc.) should be deducted from amount of contribution.
- All checks must be properly endorsed. Unendorsed checks will be returned to the department/organization transmitter.
- **Include all supporting documentation from the donor with the deposit.** This includes: envelope and letter from the donor, membership application (if applicable) and any other information that will assist in accurate recording of the contribution.
- Include donor's name and complete address if it does not appear on the check or accompanying materials.

**ITEMIZATION INSTRUCTIONS**

- All checks accompanying this form must be listed below. Attach additional pages if necessary.

<u>Donor/Payor Name(s)</u>	<u>Address (if not on attached materials)</u>	<u>Contribution Amount</u>	<u>Other Amount</u>
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