

NGCSU FOUNDATION

DEPARTMENT DEPOSIT FORM

Please use this form for ALL cash/checks/credit cards sent to the Foundation for deposit to Department Accounts.

Send to: NGCSU Foundation Office Phone: Ext. 1545

From: _____

Department: _____ Phone: _____ Date: _____

Check # Account Deposited To: Purpose* (if all for same purpose only need to indicate account and purpose on first check and indicate "same")

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CASH \$ _____

TOTAL DEPOSIT: \$ _____

*Purpose of check(s) ie: sponsorship, program fees, merchandise, continuing education classes, fees, apparel, gate guarantees, media guide/ advertising or donation.

*******NOTE:** The Foundation acknowledges every **DONATION** with a letter stating that the donation is tax-deductible. **However**, sponsorships, program fees, classes, etc. are not tax-deductible and, while the money is deposited into the appropriate account, we will not acknowledge these as donations. **For this reason, it is imperative to know what the money is for when you send it to the Foundation.**

Does the Foundation need to acknowledge anyone in addition to the donor? If so, please provide information/name/address of person(s) to be notified _____

If you have any questions, please call the Foundation at Ext. 1545

12/2003