

The following PDF form should be used for transmitting Contribution Deposits.

A separate form should be submitted for each type of deposit (e.g. contribution, Gift-in-Kind, contribution with benefits received).

This PDF form is a FILL-IN form that can be used either with Adobe Reader or with Adobe Professional.

If you open the PDF form with Adobe Reader, you will be able to save the blank form for future use, fill-in requested data, print the form, and save the form with filled in data.

You can save the commonly used data (i.e. fund #, fund name, contact information) as a template in order to streamline the preparation of transmittal forms.

If you have access to Adobe Professional, you can customize the form for your college with a drop-down box listing the most used Fund numbers and Fund names. If you need help with this, please contact Christy Scott via e-mail at christys@found.ksu.edu.

Date

Fund #

Fund Name

INSTRUCTIONS:

1. This Form should be attached to any transaction where the recipient should receive a Gift Receipt.
2. If the donation is a Gift-In-Kind, please use KSUF-2 GIK Form.
3. If the donor receives benefits attached to the donation, please also attach KSUF-3 Benefits received Form or your own form.
4. Please submit one (1) form for each type of Gift.
5. Please limit number of transactions per batch to approximately 35.
6. Cash and Checks may be remitted together. **Credit Cards (by type) must be submitted in separate batches.**
7. Please provide adding machine tape which includes a subtotal for cash and checks or provides a total of all credit cards submitted.
8. Please provide Donor name and address if it is not clearly stated on the check or donation card.
9. Deposits which have NO contribution component should be remitted with the KSUF-4 Non-Contribution Form.

Whenever possible, checks should be made payable to the Kansas State University Foundation. Checks made payable to Kansas State University or any University entity, such as a college, department or program which clearly represents gifts to the University, may be deposited in the appropriate Foundation fund.

TYPE OF DEPOSIT: (Check one)

Gift/Contribution (cash, check, credit card)

GIFT
(will receive an acknowledgement)

Contribution with Benefits Recvd (attach KSUF-3 Benefits Recvd Form or your own form)

TYPE OF ASSET

Bank deposit procedures require Cash, Checks and Credit Cards to be remitted separately.

Cash (Hand delivery recommended)

Check (Limit of 35 checks per transmittal)

Credit Card Check one: MC/Visa Discover AmEx

Total deposit enclosed

FOR AUDIT PURPOSES

- 1). Please attach copies of all correspondence relative to the deposit.
- 2). Please review all checks to verify that Dollar amount and Written amount are in agreement.
- 3). KSU Foundation cannot accept funds if they involve contract deliverables, fees-for-services, proprietary research, DCE or sales of State property.
- 4). All deposits and attachments will be imaged. Paper copies are retained for three months, and then shredded.
- 5). Credit Card information will only be retained for the period necessary to ensure proper collection of funds.

CONTACT INFORMATION

Name:

PH Number

Dept: