

1800 Kimball Avenue, Suite 200
Manhattan, Kansas 66502-3373
785-775-2000 · www.ksufoundation.org

The following PDF form should be used for providing transmitting monies for deposit for which a contribution gift receipt will not be provided to a donor.

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.

FEATURES OF THE FORM:

- 1). Fill-in boxes will automatically change the 'font' size to fit the information that you type into the space available.
- 2). The form will only allow you to choose one (1) Account code description. Separate forms should be used for each type of account coding.

**KANSAS STATE UNIVERSITY
FOUNDATION**

Print Form

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Date

Fund #

Fund Name

INSTRUCTIONS:

1. This Form should be attached to any transaction where there is **NOT** a gift component.
2. Please use paperclips or binder clips. **Do not staple** transactions to this form.
3. Please submit one (1) form for each payment type (Cash, Check, or Credit Card).
4. Please limit number of transactions per batch to approximately 35.
5. Please write the FUND # in the memo section of each check.
6. The IRS requires some break-downs of deposited revenues, thus it is required that you select an account description for each non-contribution deposit. Please be specific in the description of the benefit or what the reimbursement is covering.
7. Contribution deposits should be remitted with the KSUF-1 Contribution Form.
8. **Note: Any item purchased with or produced with STATE funds or facilities MUST be deposited into STATE accounts.**

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.

	Amount	<u>Detailed</u> description of deposit:
Acct # 3206-Fundraising Events -(such as dinners,dances, concerts, carnivals, auctions, clinics, camps, etc) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Acct # 3208-Reimbursements -(funds collected to reimburse for expenses incurred. Provide original disbursement request if possible. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Acct # 3202-Other - (<u>Rarely Used</u> -Must provide a detailed description of why funds are being deposited at KSUF.) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Check one box

Cash(Hand delivery recommended)

Check (Limit of 35 checks per transmittal)

Credit Card (**Hand delivery required**)

- 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, then shredded.
 - 5). Credit Card information will only be retained for the period necessary to ensure proper collection of funds.

CONTACT INFORMATION

Name:

Dept:

PH Number