

Purpose

This Foundation deposit form should accompany all cash, check and credit card revenue items.

Instructions

- Use one form if a group of items will be deposited in the same account.
- For receipts that are part contribution/part fees, such as in special events, use the "Contributions with a Non-Tax Deductible Portion Deposit Form".

Please check correct category

Contribution(s)

Expense Reimbursement (attach copy of Foundation invoice voucher)

Other (please describe)

Number of revenue items to deposit	
Amount of revenue item(s)	
Deposit into Account Number:	

Name of Fundraising Drive

Special Instructions and Comments

IMPORTANT: Please attach copies of information sent with Revenue Items and provide any other information that can assist the Foundation in coding the deposit.

I am attesting all information above is accurate to the best of my knowledge. I have attached all relevant information associated with this deposit. No goods and/or services were provided.* (sign below)

This form completed and signed by _____ date _____ phone _____ mail code _____

NOTE: If goods and/or services were provided, "Contributions with a Non-Tax Deductible Portion Deposit Form" is required.