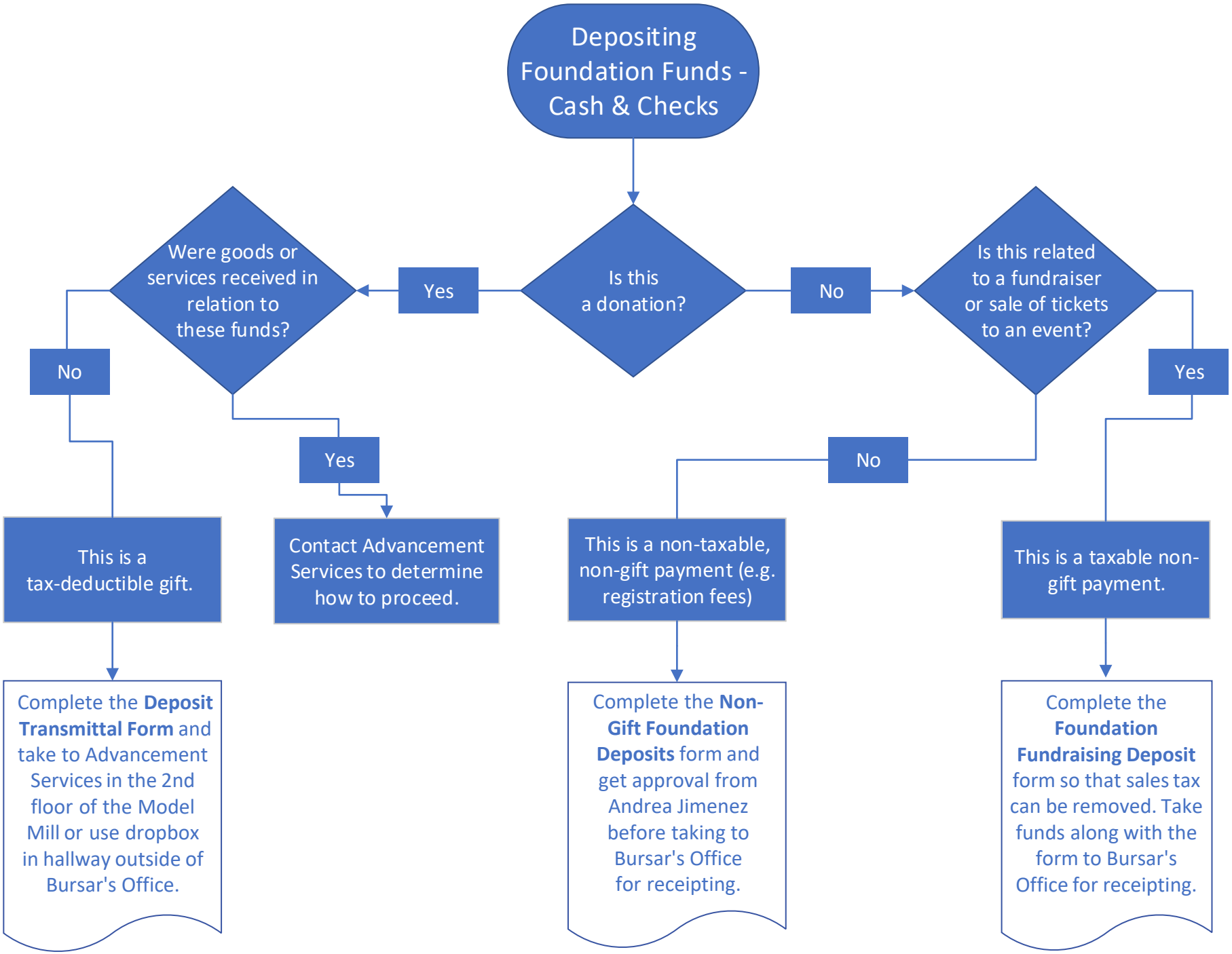
Depositing Foundation Funds - Cash & Checks
Is this a donation?
Yes
Were goods or services received in relation to these funds?
No
This is a tax-deductible gift.
Complete the **Deposit Transmittal Form** and take to Advancement Services in the 2nd floor of the Model Mill or use dropbox in hallway outside of Bursar's Office.
Yes
Contact Advancement Services to determine how to proceed.
No
Is this related to a fundraiser or sale of tickets to an event?
No
This is a non-taxable, non-gift payment (e.g. registration fees)
Complete the **Non-Gift Foundation Deposits** form and get approval from Andrea Jimenez before taking to Bursar's Office for receipting.
Yes
This is a taxable non-gift payment.
Complete the **Foundation Fundraising Deposit** form so that sales tax can be removed. Take funds along with the form to Bursar's Office for receipting.