

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. If you need help with this, please contact Christy Scott via e-mail at [christys@found.ksu.edu](mailto:christys@found.ksu.edu).

#### 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.
- 3). The form will only allow you to choose one (1) Credit Card type. Separate forms should be used for each type of credit card.

Date

Fund #

Fund Name

**INSTRUCTIONS:**

1. This Form should be attached to any transaction where there is NOT a gift component.
2. Please submit one (1) form for each type of deposit.
3. Please limit number of transactions per batch to approximately 35.
4. Cash, Checks and Credit Cards (by type) must be submitted in separate batches with a separate Form.
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.
7. Contribution deposits should be remitted with the KSUF-1 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.

	Amount	Detail Description of deposit
<b>Acct # 3202-Cash Income</b> -(Non-fundraising dinner, banquet, rebates, services, commissions, entry fees, licensing fee, prize and awards, class reunions, insurance cash surrender values) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Acct # 3206-Fundraising Events</b> -(such as dinners/dances, concerts, carnivals, sporting events, auctions, clinics, camps, etc) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Acct # 3207-Club Membership/Dues</b> -(funds received for joining a club when benefits recvd are the same as value pd) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Acct # 3208-Reimbursements</b> -(funds collected to reimburse for expenses incurred) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Acct # 3209-Sales</b> -(sale of inventory items purchased with foundation funds for re-sale, i.e. t-shirt, calendars, etc.) Note any item purchased with or produced with STATE funds or facilities MUST be deposited into STATE accounts. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Acct # 3210-Rental Income</b> -(funds received for rental of Non-State owned space, equipment, etc) <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      Check one:  MC/Visa    Discover    AmEx

**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