

UNIVERSITY OF TENNESSEE FOUNDATION  
**\*\*NON-GIFT TRANSMITTAL FORM\*\***

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**INSTRUCTIONS:**

- Please Type or Print
- Attach original transmittal form to cash/checks, and all original correspondence and envelope for each item.
- Endorse and date stamp each check.
- Provide account number and GL
- Explanation of non-gift amount is required.
- **DO NOT HOLD Checks.** Checks MUST be submitted daily.
- Deposit into 600 Andy Holt Tower safe or Tyson House safe
- **DO NOT SEND VIA CAMPUS MAIL.**

Company/Individual Name	Explanation	Acct#/GL Acct	CK	Cash	Non-Gift Amt.

**Special Instructions:**

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Department: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_