

UWF FOUNDATION, INC.

TRANSMITTAL OF CASH COLLECTIONS CHECKLIST

- ✓ Tab through the transmittal form to fill in the boxes online. Submit an original and two copies of the transmittal to the Foundation, Bldg. 12. One copy is returned to the department to confirm receipt by the Foundation.
- ✓ Checks to be deposited into the Foundation should be made payable to UWF Foundation, Inc.
- ✓ Individuals may not make donations into accounts over which they have direct signature authority.
- ✓ The Foundation account number is a four-digit number.
- ✓ The Foundation accepts donations, gifts, and contributions only. Funds derived from non-qualifying activities cannot be accepted and should be deposited in the appropriate University account. Monies will not be deposited without an explanation.
- ✓ All donations require a contact name and address. Contributions made to the Foundation are tax-deductible, and a thank you/tax receipt letter is sent to all donors.

If you have any questions, please feel free to contact the Foundation x3118.

UNIVERSITY OF WEST FLORIDA FOUNDATION, INC.
Transmittal of Cash Collections

Please refer to Transmittal of Cash Collections Checklist above for additional information on how to complete this form.

Completed by _____ Department _____ Date _____

Bldg./Room _____ Phone ext. _____ E-mail _____

Name of Remitter	Description of Cash Received (donation, sponsorship)	Foundation Account Number	Check Number or Currency	Amount
Received -Foundation Office			Total Amount	

By: _____
 Date: _____