



Report of Gift Received by Department

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- This form must accompany all deposits for donations received directly by a department (not gifts made to the SOU Foundation). Return this form along with the donation to the front desk of the Service Center on the 3rd floor in Britt Hall. Retain a copy for your own records.
- Cashiers, use detail code C004 and the donor's name (last name first) for the description.
- Forward completed report to Business Services.
- See page 2, for multiple donors.

Person submitting report/dept.: _____ **Date:** _____

Donor Name: _____

Donor Address: _____

Type of Donation: Cash Check VISA MasterCard In-kind or other noncash gift

Amount of Donation: \$ _____

Purpose for the donation, as specified by the donor:

If the donor gives money to a department but does not give any restrictions on how the funds are to be used within the department, check the first choice below. In-kind or other non-cash donations should be accompanied by a letter from the donor, describing the donation and the valuation. Include a copy of any correspondence from the donor that elaborates on the purposes for which the funds are to be used.

- General Departmental Operational uses, no specific use within the department.
- General Departmental Scholarships, no specific scholarship fund listed.
- Specific Departmental Scholarship Fund (specify): _____
- Other (specify): _____

Gift index to be credited: _____ **Index Title:** _____

Donation Source Code to be used:

- 03611 Private Individual
- 03621 Commercial Businesses
- 03631 Foundation, Association, & Society (*excluding the SOU Foundation*)
- 03641 Non-OUS Institution of Higher Education

Acknowledgement of receipt of the donation:

A letter acknowledging the receipt of the donation will be issued by the Office of Development.

CASHIER USE:
Banner Receipt Number: _____



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Multiple Donors

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- Use this page when you have multiple donors.
- The front page of this form must accompany this addendum.
- Each donor and amount should be listed separately.
- If the specified use of the donation, index code, or donation source code is different from the front page of this form, you must use a separate front page for that donor.

Donor Name: _____

Donor Address: _____

Type of Donation: Cash Check VISA MasterCard In-kind or other non-cash gift.

Amount of Donation: \$ _____

Donor Name: _____

Donor Address: _____

Type of Donation: Cash Check VISA MasterCard In-kind or other non-cash gift.

Amount of Donation: \$ _____

Donor Name: _____

Donor Address: _____

Type of Donation: Cash Check VISA MasterCard In-kind or other non-cash gift.

Amount of Donation: \$ _____

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