

INSTRUCTIONS FOR COMPLETING THE FUNDS DEPOSIT FORM

Only ONE deposit type (Gift OR Non-Gift) per form

Only ONE Foundation Fund per form

Date of Deposit:

This is the date that the deposit is brought to the Cottage.

Office/Organization Making the Deposit:

Where is the deposit coming from? Examples: Baseball, Abby's House, Service Learning Career Development, Theater, Retirees Association, Jensen Arctic Museum.

Name/Phone of contact person:

This is the person that Foundation personnel will call if there is a question about the deposit.

Foundation Fund Name:

If you don't know the exact name of the fund, that's fine. Be as specific as you can because often there is more than one fund for an office/organization. Examples: Baseball Scholarships, Abby's House, SLCD Alternative Break, Theater Costume Shop, Retirees Assn, Friends of the Jensen Arctic Museum, Parents Club. Remember: use one form for each fund.

Fund Number:

Every fund has a number. If you know the number, please put it here.

Totals:

This is the total dollar amount of checks, total dollar amount of coinage, total dollar amount of currency, total dollar amount of credit card forms, and Total Deposit is the total of checks + coin + currency + credit cards.

Type of Deposit:

Please indicate which type of deposit this is (see "[Guidelines for Determining the Type of Deposit](#)"). Remember: use one form for each type of deposit.

Please use the boxes to specifically describe what your deposit is for:

Examples: Baseball oranges, Abby's House Silent Auction, SLCD Alternative Break fundraiser – doughnut sales, Donations to Theater Costume Fund, Retirees Assn. Holiday Dinner tickets - \$10 is donation and \$35 pays for the meal, Jensen Arctic Museum Salmon Bake tickets - \$25 dinner tickets and raffle is \$2 per ticket or \$5 for 3 tickets, Parent's Club – Survival Kits and Memberships – info on forms.

Contact

WOU Foundation **503-838-8281** | or e-mail: foundation@wou.edu