

## Cashier

Welcome to the Office of Gift Processing and Donor Services. We are the Cashier for the WOU Foundation. If you have any questions, please contact Jan Carlson directly at 503-838-8725 or [carlsonj@wou.edu](mailto:carlsonj@wou.edu) for assistance.

### Lets Get Started. What would you like to do?

#### MAKE A SINGLE PAYMENT

##### Pay by check

Please make your check payable to WOU Foundation, complete a [simple deposit form](#), and mail to WOU Foundation, 345 N Monmouth Ave, Monmouth OR 97361. You may also bring your check to our office at The Cottage on the [WOU Campus](#). Deposits may be made at the front desk or you may bring them to our office in Room 208.

##### Pay cash

Please complete a [simple deposit form](#) and bring your check to our office at The Cottage on the [WOU Campus](#). Deposits may be made at the front desk or you may bring them to our office in Room 208. You will be given a cash receipt so please allow time for that.

##### Pay with a Credit Card

A single, one-time payment, may be made [online](#), called in (503-838-8725), or delivered to our office. If you come in, please complete the [simple deposit form](#).

To make a recurring payment, please access our [online](#) service. We do not keep credit card numbers in our office but the card number is kept electronically when paying online.

##### Automatic Bill Pay through your bank

To make a one-time payment or to set up a recurring payment with initial payment, please go to our [online](#) form

#### MAKE A PLEDGE

##### To be paid by Credit Card

A single, one-time pledge, may be called in (503-838-8725), or you may complete the [pledge form](#) and mail or deliver it to our office.

To make a recurring pledge, please access our [online](#) service. We do not keep credit card numbers in our office but the card number is kept electronically when paying online. You will be making your initial payment at the time the pledge is set-up.

##### To be paid by Automatic Bill Pay through your Bank

To make a recurring pledge, please access our [online](#) service. You will be setting up your initial payment at the time the pledge is set-up.

##### To be paid with a Check or with Cash

Please complete the [pledge form](#), and mail it to: WOU Foundation, 345 N Monmouth Ave, Monmouth OR 97361. You may also bring your [pledge form](#) to our office at The Cottage on the [WOU Campus](#). You may deliver your [pledge form](#) to the front desk or you may bring it to our office in Room 208.

#### MAKE A DEPOSIT (Multiple deposits to one fund)

[Procedure for Depositing Funds](#)

[Funds Deposit Form](#)

[Instructions for Completing the Funds Deposit Form](#)

## Contact

**WOU Foundation** 503-838-8281 | or e-mail: [foundation@wou.edu](mailto:foundation@wou.edu)