



Report of Gift Received by Department

Page 1 of 2

- 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 cashier windows in Enrollment Services at Britt. 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
Check # _____, Check Date _____

Amount of Donation: \$ _____ Charge Card # _____ Expiration _____

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.

<p>CASHIER USE: Banner Receipt Number: _____</p>



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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.
Check # _____, Check Date _____

Amount of Donation: \$ _____ Charge Card # _____ Expiration _____



Donor Name: _____

Donor Address: _____

Type of Donation: ___Cash ___Check ___VISA ___ MasterCard ___In-kind or other non-cash gift.
Check # _____, Check Date _____

Amount of Donation: \$ _____ Charge Card # _____ Expiration _____



Donor Name: _____

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Donor Name: _____

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Type of Donation: ___Cash ___Check ___VISA ___ MasterCard ___In-kind or other non-cash gift.
Check # _____, Check Date _____

Amount of Donation: \$ _____ Charge Card # _____ Expiration _____



CASHIER USE:
Banner Receipt Number: _____