



## Deposit Transmittal Form

[For checks and currency (green cash) only]

The purpose of this form is for making philanthropic deposits into MSU Denver Foundation, Inc. funds.

### Instructions:

1. Identify philanthropic monies raised that belong in one or more MSU Denver Foundation, Inc. funds
    - a. All checks must be made to pay to the order of MSU Denver Foundation, Inc.
  2. Complete this form and remit it to the Foundation (located in the University Advancement office in Jordan Student Success Building, Suite 410 or Campus Box 14).
  3. Attach copies of all correspondence relating to this deposit (e.g., letter written by donor).
- Use separate forms for each type of contributions (e.g., different funds, benefits received).
  - **If the deposit contains currency (green cash), the deposit must be hand delivered.**
  - If you are depositing after hours or a front desk staff member is unavailable, use the drop box located to the left of the front doors of University Advancement.

### DEPOSIT INFORMATION

The Foundation sends donors gift receipts in accordance with IRS regulations. As such, the following information is required.

Today's date: \_\_\_\_\_

Date you received the monies: \_\_\_\_\_

Foundation fund name: \_\_\_\_\_ Fund# \_\_\_\_\_

Check only one:

- Option 1: No goods or services were provided or promised to the donor.
- Option 2: These goods/services were provided or promised to the donor\*:  
 (examples: meals, advertising, t-shirts)

If you selected option 2, you must provide a description of why you received these monies (examples: special events, sponsorships, memberships) *attach separate sheet if needed*:

*\*If you have questions about the goods/services received, please contact the Foundation before you make your deposit at [foundation@msudenver.edu](mailto:foundation@msudenver.edu).*



**CONTRIBUTION INFORMATION.** *Only list one donor per row. Attach an itemized sheet if necessary.*

Donor name	Donor address, email, phone	Payment method (check, currency)	Amount	Fair market value of goods/ services received, if applicable*
Example Person	1234 Example St Unit 303, Denver, CO 12345 example.person@msudenver.edu; 123-456-7890	Check	\$250.00	No goods or services received
Another Example	555 Example St Apt C, Denver, CO 12345 another.person@msudenver.edu; 123-546-7890	Cash (made up of \$20, \$10, and \$5 dollar bills)	\$330.00	Donor received a pair of socks (\$10 fair market value) and hat (\$25 fair market value)
<b>Deposit total:</b>			\$	

*\*If you have questions about the goods/services received, please contact the Foundation before you make your deposit at foundation@msudenver.edu.*

**DEPOSIT TRANSMITTAL COMPLETED BY:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Signature: \_\_\_\_\_

**(For Foundation internal use)**

Received/verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit was directed to:  Lockbox  Foundation safe by: \_\_\_\_\_