

Deposit Transmittal for ETSU Foundation DONATIONS

Use this form to submit cash and check deposits to the ETSU Foundation for **tax deductible donations ONLY**. Deliver to Advancement Services, Campus Box 70721, physical address: Model Mill, 602 Sevier St., OR drop in box on 2nd floor, Burgin Dossett (in the hallway outside the Bursar's windows) **within 48 hours of receipt of funds**. Submitting multiple cash or check items for the same designation: list all donors and donation details and attach all related correspondence. **Please use a separate form for each designation.** Funds that do not represent gifts should be deposited at the Bursar's Office on this form: **Non-Gift Foundation Deposits**. Reference [\[Flow Chart\]](#) for questions.

E# (if known)	Name/Organization	Mailing Address/Org Contact	Check #	Amount
CHECK TOTAL \$	CASH TOTAL \$			GRAND TOTAL \$

Designation Name (Name of Fund) _____

Designation Code # (Voyager GL Fund Type – Fund) _____ - _____

Deposit Information	
Fundraising Special Event: _____ (Event name and description)	
Were good(s) or services received in relation to these funds? Yes _____ No _____	
If yes, please describe the good(s) or service(s) and the value of each: _____ _____ _____	
Gift Amount \$ _____	Benefit Amount \$ _____
Tribute: In memory _____ In honor _____ of _____	
Send Tribute acknowledgement(s) to: Name: _____ Address: _____ City,State,Zip: _____	
Additional Notes: _____	

I certify that these funds should be deposited in the ETSU Foundation account listed and not in a University account. All relevant information pertaining to the nature of this deposit has been disclosed and any supporting documentation or correspondence has been attached.

Prepared by: _____ Date: _____

Department: _____ Phone: _____ Email: _____

Advancement Services Use Only

Coding:
