OFFICE OF DEVELOPMENT

Contributions Deposit Transmittal

Department_____ Account No._____ Date_____

This deposit contains only one of the following. Please specify: ❒ Cash/Checks ❒ Credit Card

Please specify only one account number per sheet. Do not mix Foundation and University Accounts on the same form. Specify: ❒ Foundation Account OR ❒ University Restricted Donor Account

1. This form is for **contributions only**. **Membership dues** are considered contributions.
2. Attach copies of all correspondence received from donors and any other supporting documents.
3. Each gift must be listed individually.
4. Gifts of $25 or more will be acknowledged by the Office of Development unless we are otherwise notified. Please be sure to list contact name and address if not in supporting materials. This is especially important for corporate or foundation contributions.
5. This form should be transmitted to: University of New Orleans Foundation Office, East Campus.
6. PLEASE PRINT OR TYPE ALL INFORMATION. These templates are available through e-mail.

NAME OF DONOR	AMOUNT	CONTACT (if other than donor) Specify address if not on supporting documents.

Total: $_____

Prepared by:_____ Ext:_____ R-01/99