OFFICE OF DEVELOPMENT

Special Events 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. Special event income is deposited into Foundation accounts.

1. This form is for **special events contributions income only** such as banquets, concerts, golf tournaments, etc.
2. Attach copies of all correspondence received from donors and any other supporting documents.
3. Each gift must be listed individually.
4. Only gifts of d250 or more will be acknowledged with a thank you letter /receipt 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.

Please specify special event:_____ Date of event_____

Please estimate **participant benefit** or **non tax deductible** amount of single ticket/admission: _____

NAME OF DONOR	NO. Of TKTS	AMOUNT	CONTACT (if other than donor) Specify address if not on supporting documents.

Total: _____

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