

## DEPOSIT FORM

Date: \_\_\_\_\_ Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_ Receipt Amount (Gift Portion) if any : \$ \_\_\_\_\_

**Expendable Portion, if any, for Deposits to Endowed Funds:** \_\_\_\_\_

Form Prepared by: _____	Phone: _____
Email address: _____	Campus Address: _____
Delivered by: _____	Date: _____
Received by Foundation: _____	Date: _____

**CONSTITUENT INFORMATION:** ID# if known: \_\_\_\_\_ email address: \_\_\_\_\_

☐ Individual: \_\_\_\_\_

☐ Organization: \_\_\_\_\_

Name and Title of Organization Contact \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### THIS DEPOSIT IS:

☐ Gift ☐ Pledge ☐ Pledge Payment ☐ Matching Gift Payment ☐ Bequest ☐ Grant Payment

☐ Event Participation – Title: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

☐ Service/Workshop/Program Participation - Title: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

☐ Sponsorship – Level: \_\_\_\_\_ Event/Program: \_\_\_\_\_

☐ Membership - Type: \_\_\_\_\_

☐ Auction Purchase – Item: \_\_\_\_\_

☐ Proceeds from merchandise sold (T-shirts, books, etc.): \_\_\_\_\_ Note for every \$1.06 taken, \$.06 FL sales tax is added

☐ Cost of goods sold: \$ \_\_\_\_\_

☐ Reimbursement for FAUF expense, describe: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**\*Please note: Administrative fees: 6% charge to all non gifts or 2.5% charge to all gifts\***

### IF DEPOSIT INCLUDES A GIFT:

☐ Soft credit for gift to be applied to another constituent? If yes, to whom?: \_\_\_\_\_

☐ Gift will be matched by donor's company – **Attach organization's paperwork for Foundation to submit!**

☐ Gift is in ☐ memory ☐ honor of: \_\_\_\_\_

Send Tribute Card to: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Comments for Acknowledgment: \_\_\_\_\_

**ASSET INFORMATION:** ☐ Cash Receipt ☐ Check payable to FAU Foundation, Inc. ☐ Stocks/Bonds

☐ Visa ☐ MasterCard ☐ Amex ☐ Discover Acct #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name as it appears on the credit card: \_\_\_\_\_