

Development Office Gift Deposit Form Instructions

Part I

1. **Cash/Check/Credit Card/Gift-in-Kind:** Different gift types require separate gift deposit forms. Note: Please roll large deposits of coins.
2. **Memorial/Honor:** Gifts in memory or in honor of individuals require a form separate from other donations.
3. **Date:** Date the deposit form is prepared.
4. **Contact name:** The individual within the college or department that the Development Office should contact if there are questions.
5. **College/Department:** The college or department of the contact person.
6. **Contact Ph/Addr:** The phone number and address of the contact person.
7. **Total # of gifts:** The total number of checks/credit cards/cash deposits/gifts-in-kind listed on the form.
8. **Total amount:** Total dollar amount of gifts listed on the form.
9. **Batch #:** For Development Office use.

Part II

1. **Account title:** The title of the PeopleSoft activity the gift should be deposited to.
2. **Gift chartfield:** The PS chartfield string for the gift portion of the deposit. This must be a 6000, 7000, 8500, 8100, or 8700 fund and must end in the account code range of 40165 to 40183.
3. **Premium Chartfield:** The PS chartfield string for the non gift portion of the deposit (the value of any tangible benefits the donor received in exchange for the payment).
4. **Donor name:** The full name(s) of the donor(s) for the receipt. If it is a joint gift, list both spouses; if it is a corporate or foundation gift, also put the appropriate contact name.
5. **Address (Line 1):** The full first line of the address.
6. **Address (Line 2):** Use as necessary.
7. **Address (Line 3):** Use as necessary.
8. **City, State, Zip:** The full City, State (drop down menu), and Zip code of the donor(s).
9. **Phone number:** The full phone number, with area code, of the donor(s).

Part III

1. **Entity ID:** Advance ID number. If you do not have access to Advance, are unsure of the proper ID, or the donor does not already exist in Advance, the Development Office will enter the necessary information.
2. **Check #:** The full number on the check.
3. **Gift Amount:** The tax deductible portion of the contribution. Call 581-3720 if there is a question.
4. **Premium Amount:** The non tax deductible portion (value of tangible benefits received) of the contribution.
5. **Allocation:** For Development Office use.
6. **Premium #:** For Development Office use.
7. **AD ID:** For Development Office use.
8. **Appeal:** The appeal that the donor has responded to. This is not a required field.
9. **Pledge payment:** Check the box if the gift is a payment on a donor's pledge.
10. **Receipt #:** The Advance receipt number of the pledge that the donor is paying down. If you do not have access to Advance or are unsure of the proper receipt number, the Development Office will enter the necessary information.
11. **Matching Gift form attached:** Check the box if the donor has submitted a matching gift form.
12. **In Memory of:** Check the box if the gift is in memory of an individual who is deceased, type the full name of the entity being remembered.
13. **In Honor of:** Check the box if the gift is in honor of an individual who is alive, type the full name of the individual being honored.
14. **Family Notification:** The name and address of the person that should be notified of gifts being made in memory or in honor of a specific individual.
15. **Comments:** Any additional information regarding the gift or donor(s) that the Development Office should be aware of.
16. **Memo Line:** For Development Office use.
17. **Receipt #:** For Development Office use.

Submission:

1. Print the deposit form using the Print button in the upper left corner.
2. Deliver the deposit form and all appropriate backup to the Development Office. Send original reply devices and all correspondence. Do not send copies (this includes copies of checks and cash). Paperclip the gift deposit form and corresponding backup together; do not use staples or tape. Please note: State law requires the university to deposit all cash receipts within three working days.

The form can be saved to your desktop with your information filled in for future use. After you have filled in the appropriate fields in the document click File → Save as → Desktop → and name the form.