

UWF FOUNDATION, INC.

TRANSMITTAL OF CASH COLLECTIONS CHECKLIST

- ✓ Tab through the transmittal form to fill in the boxes online. Submit an original and two copies of the transmittal to the Foundation, Bldg. 12/125. One copy is returned to the department to confirm receipt by the Foundation.
- ✓ Checks to be deposited into the Foundation should be made payable to UWF Foundation, Inc. Please endorse checks over to the Foundation, if needed, on the reverse side of check.
- ✓ Individuals may not make donations into accounts on which they are designated as the Account Manager.
- ✓ The Foundation account number is a four-digit number.
- ✓ The Foundation accepts donations, gifts, and contributions only. Funds derived from non-qualifying activities cannot be accepted and should be deposited in the appropriate University account. Monies will not be deposited without an explanation.
- ✓ All donations require a contact name and address. Contributions made to the Foundation are tax-deductible, and a thank you/tax receipt letter is sent to all donors. A second letter is sent from the President for gifts over \$500. For “in memory of” gifts, a memorial gift card is sent to the surviving family with the name(s) of donors.

If you have any questions, please feel free to contact Hank Nellums, x3188, or Debbie Sapp, x2759.

