



# Deposit Transmittal Form

(For checks & currency only)

Metropolitan State University of Denver Foundation

Campus Box 14

Website: <https://msudenver.edu/giving/about/reportsandforms/>

Submitted by (print name): \_\_\_\_\_ Date: \_\_\_\_\_ Campus Box \_\_\_\_\_ Ext# \_\_\_\_\_

**DO NOT MAIL CURRENCY TO THE FOUNDATION. CURRENCY DEPOSITS SHOULD BE HAND-DELIVERED TO THE FOUNDATION IN THE JORDAN STUDENT SUCCESS BUILDING, SUITE 410**

**Instructions:**

1. Indicate Foundation Account (Banner Activity Code)
2. Indicate Deposit Type
3. Include Donor Information
4. Send check(s) and associated documentation to the Foundation via intercampus mail (Campus Box 14) or drop-off at the Student Success Building, Suite 410.

**Foundation Account** (Banner Activity Code): \_\_\_\_\_

**Deposit Type** (check only one):

- Outright contribution** (100% Tax Deductible Gift)
- Quid Pro Quo contribution** (Partially Tax Deductible)
- Membership** (Partially Tax Deductible)
- Sponsorship** (Partially Tax Deductible)
- Sale/Earned Income** (No Tax Deductibility – e.g. Auction, Equipment, Catalog, Uniforms etc.)

Description: \_\_\_\_\_

- Ticket or Event Registration** (Partially Tax Deductible or No Tax Deductibility)

Name/date of Event: \_\_\_\_\_

**DONOR INFORMATION** - (Attach separate spreadsheet if needed)

Donor Name/Organization	Check #	Amount	*Tax Deduct. Amt.

\*must include tax deductible portion for account credit

**Deposit Total**

(Foundation Internal Use) Received by: \_\_\_\_\_ Date: \_\_\_\_\_