

# SOUTHERN FOUNDATION

## ACCOUNT DEPOSIT FORM

DATE \_\_\_\_\_

### TYPE OF DEPOSIT

Endowment Gift     Non-Endowment Gift     Cash     Fees  
 Donations     Repayment of Advance     Expense Refund  
 Other (Please Specify) \_\_\_\_\_

Name of Donor or Payer	Check Number	Amount	Documentation Attached Y/N
<b>TOTAL</b>		\$ _____	

NOTE: For audit purposes documentation from the source must be attached as it relates to the nature and designated use of these funds. Lack of this information will cause a delay in processing. Therefore, copies of all correspondence relative to the deposit must be attached. If the check is not made payable to Southern University System Foundation the donor's written permission is required to deposit these funds in the Foundation.

Received/Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Upon verification and signature by authorized personnel in the Accounting office of the Southern University System Foundation, retain a copy for your records.