

Winthrop University Foundation
 683 Oakland Avenue
 Sykes House
 Rock Hill, SC 29733

Asset Transmittal Form (WUF-B)

Date:

The attached assets are a deposit for Fund Number

Fund Name:

Primary Development Officer associated with this gift:

Gift (will receive acknowledgement)

<input type="checkbox"/>	Gift/Contribution	(cash, check, credit card)
<input type="checkbox"/>	Gift-in-kind	(non-cash, attach WUF-P)
<input type="checkbox"/>	Pledge payment	(cash, check, credit card)
<input type="checkbox"/>	Memorial/Tribute Gift	(provide acknowledgement information)

Non-Gift (will not receive acknowledgement)

<input type="checkbox"/>	Expense refund	(original Foundation Ck# _____)
<input type="checkbox"/>	Other	(explanation/reason for deposit)

For gifts, was any *quid pro quo* provided to donor?

- No
 Yes (Attach WUF-C)

Type of Asset

<input type="checkbox"/>	Cash	(hand carry to the Foundation and obtain receipt)
<input type="checkbox"/>	Checks	(limit of 30 checks per transmittal)
<input type="checkbox"/>	Credit Card	Check one: ____ M/C Visa ____ Amex
<input type="checkbox"/>	Other	(explain: _____)

The following information is required for each asset deposited. Attach an additional sheet if necessary. Address information is required for every donor/payor for receipting purposes. Incomplete information may result in processing delays. Attach copies of correspondence.

Donor Name	Address Information	Amount	Appeal Code

Whenever possible, checks should be made payable to the Winthrop University Foundation. Checks made payable to Winthrop University or any University entity, such as a college, department or program, which clearly represents gifts to the University, may be deposited in the appropriate Foundation fund.

For audit purposes:

- 1) Please attach copies of all correspondence relative to the deposit.
- 2) WUF cannot accept funds if they involve contract deliverables, fees-for-services, or tuition for specific students
- 3) Attach form WUF-C to describe any *quid pro quo* provided to donors. Absence of form WUF-C indicates no *quid pro quo* provided.

Signature of Fund Administrator or Dean/Director/VP

Date

Prepared by

Date