

Winthrop University Foundation

WUF-B Asset Transmittal Form

Return to: WUF Finance Office, 302 Tillman Hall



Foundation

Date: _____

The attached assets are a deposit for Fund Number: _____

FUND NAME: _____

Primary Development Officer associated with this gift: _____

Please indicate category below:

- I. Gift: (will receive an acknowledgement)
 - Gift/Contribution (cash, check, credit card)
 - Gift-in-kind (non-cash)
 - Pledge payment (cash, check, credit card)
 - Memorial/Tribute Gift (provide acknowledgement information)

- II. Non-Gift: (will not receive an acknowledgement)
 - Expense refund (original Foundation Ck# _____)
 - Other (explanation/reason for deposit)

For gifts, was any *quid pro quo** provided to donor? (if yes, attach WUF-C) Yes No

* IRS Compliance: A *quid pro quo* contribution is defined as a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. (Ex: a donor pays \$100 to attend a dinner event; the market value of the food and entertainment is \$40; accordingly, \$60 would be a gift.)

- Type of Asset:
 - Cash (hand carry to the Foundation and obtain receipt)
 - Checks (limit of 30 checks per transmittal)
 - Credit Card Check one: MC/ Visa Amex
 - 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.

Name of Donor/Payer	Address	Amount	Appeal Code

Checks should be made payable to the Winthrop University Foundation. Please note: 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.

I understand that the absence of Form WUF-C indicates no *quid pro quo* provided.

Prepared By (please type or print) _____ Date _____ Phone _____

Signature of Fund Administrator or Dean/Director/VP _____ Date _____ Phone _____