

Date:

Lane Community College & Lane Community College Foundation

Deposit Transmittal for College or Foundation Funds

Use this form to submit cash and check deposits to LCC or LCC Foundation. Please deliver CASH and CHECKS in person. In-Kind donations must be submitted to the Foundation using the Foundation Gift-In-Kind Form. Submitting MULTIPLE checks or cash items: For the same designation/Fund/FOAP, list all donors and donation details and attach all related correspondence. DO NOT staple or tape items to this form. For different designations/Funds/FOAPs, please use separate forms.

Name/Org	Mailing Address	Check/Type	Amount
			\$
			\$
			\$
			\$
			\$

CHECK TOTAL \$_____

CASH TOTAL \$_____

GRAND TOTAL \$_____

DESIGNATION: _____ **ACCT NAME:** _____
(Fund, Project or FOAP)

DEPOSIT INFORMATION

Were good(s) or service(s) received in relation to these funds? **Yes** **No**

If yes, please describe the good(s) or service(s) and the value of each:

Were these funds generated through sales? **Yes** **No**

If yes, please describe the sales activities:

Fundraising or Special Event: **Yes** **No**

Event Name and Description: _____

Gift Amount \$_____ Non-Gift Amount \$_____

Other or Non-Gift

Description: _____

I certify that these funds should be deposited in the (check one): LCC Foundation Fund/Project listed above_____
LCC FOAP listed above_____

Any restriction on gifts will be adhered to and properly accounted for. All relevant information pertaining to the nature of this deposit has been disclosed and any supporting documentation or correspondence has been attached

Department Head: _____ Date: _____
(Printed Name) (Signature)

Department Name: _____ Phone: _____

College Finance: _____ Date: _____

Routing: Department Approvals→Executive Dean for Special Authorization→Finance or Foundation