



Cash Receipts Deposit Form

Instructions:

Please use this form to submit all 100% NON-GIFT type transactions to the WVU Foundation.

Deposit Information (SELECT ONLY ONE TYPE PER TRANSMITTAL)

<input type="checkbox"/> Total Checks	_____	Deposit Date:	_____
<input type="checkbox"/> Total Cash	_____	Fund Number:	_____
<input type="checkbox"/> Total Credit Cards**	_____	Fund Name:	_____

****Attach original Credit Card Forms that include Cardholder Name, Billing Address, Card #, Exp Date, IVC, and amount. Original Conference Registration forms can be used in place of the attached Credit Card Form.**

Receipt Information

- Miscellaneous Reimbursement** - To be used to reimburse a previously disbursed expense from your Foundation account. **Please note, only expenses paid with foundation funds can be reimbursed and the reimbursement must be credited to the same fund that the expense was paid:**

Name of the Vendor to which the expense was paid: _____

Foundation Check # issued to that vendor: _____

Date issued: _____

Amount of the Expense: _____

Amount of the Reimbursement: _____

- Dinner/Banquet Fees** - To be used for the deposit of Dinner/Banquet Fees to your Foundation Account. **A copy of the invitation must be included with this deposit.** All related expenses must be paid through the fund receiving the fees.

Purpose of the Dinner/Banquet: _____

Total Fees Paid: _____

- Membership Dues**- To be used for the deposit of membership dues to a West Virginia University Organization. Please provide a detailed description.

Nature of Dues: _____

Total Fees Paid: _____

- Faculty/Student Support** - To be used for the deposit of funds given for the specific use of an individual named by the sponsor. **Please attach related correspondence.**

Name of the individual being supported: _____

Total Paid: _____

- Other** - To be used for all other deposits not previously listed. **Please provide a detailed explanation of the nature of the deposit. Please note, deposits for the sale of merchandise will not be accepted for deposit at the Foundation.**

Nature of Deposit: _____

Total Fees Paid: _____

This deposit has been prepared and submitted by: _____ Date _____

Phone Number: _____ E-Mail: _____

West Virginia University Foundation, Inc.

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