

**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/Constituent ID	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 \_\_\_\_\_