DEPOSIT PROCEDURES
University of Nevada, Reno Foundation

IMPORTANT NOTES:

• All deposit transmittal forms can be found on the Giving to Nevada webpage under “Accounting Forms”: http://giving.unr.edu/staffResources.aspx. Please note that these forms cannot and should not be saved. A new form must be completed for each deposit (multiple items can be included on one transmittal form, however). Instructions regarding these forms are found below.

• All deposits need to be handed directly to someone in the Foundation office. That Foundation employee must verify the deposit, sign the transmittal, and make a copy of said transmittal for the depositor. This acts as the depositor’s receipt for future reference as well as proof that the Foundation received the funds.

• Deposits must be made to the Foundation office before 3:30 p.m. Any deposits delivered after 3:30 p.m. will not be guaranteed to be deposited that day. All late deposits will be securely locked in our safe.
  o ANY funds (cash, checks, or credit cards) that aren’t brought to our office should never be left in an unsecure location (i.e., on top of a desk, in a car, in an office mailbox, etc.).
  o Deposits are due the Foundation within 24 hours of receiving them in your department.
  o When travelling to our office, please be sure to secure deposits in an envelope or other package to avoid losing items.

• Any one dropping off CASH must be present during the entire cash count and must wait for a receipt. If you cannot wait for a receipt, the deposit will not be accepted.

• If you have any questions, please call our office at (775) 784-1587.

WHEN TO USE A GIFT TRANSMITTAL

• Use a gift transmittal form when any or all of a donation is tax-deductible.
• Cash and checks may be combined on one transmittal.
• Credit cards should be placed on a separate transmittal.

HOW TO FILL OUT A GIFT TRANSMITTAL (Cash/Checks): See Appendix A

1. Enter your name (or a specific contact person) and phone number in case problems arise or we have questions regarding your deposit.
2. Enter the name of the donor under “Name on Check” (even if the donor is paying with cash)
   a. Note about cash donations: please include a constituent I.D. # and/or a mailing address so that we can send the donor a tax receipt.
3. Enter either the 6 digit fund number or the 11 digit Board of Regents/CAIS number for each gift.
   a. We appreciate having your donations grouped by fund number. It makes it easier and faster for us to process them together. You may have multiple donations going to multiple funds, but
please try to group them by fund number. This also applies to donations for the same event or with similar special instructions.

4. Fill out “Check #” and “Solicitor” as needed.

5. If a check is from a business or other organization, a contact name is required under “Donor/Contact.”

\textit{This name is used to address the donor’s tax receipt so it is very important!}

6. Enter the \textit{full amount of the check} under “Amount.”

7. Reference any special instructions or notes regarding gifts in the “Special Instructions” box (see Appendix A).

8. Provide ANY breakouts of a gift if part of the donation is fee in the “Special Instructions” box (see Appendix A).

\begin{enumerate}
\item \textbf{SPECIAL NOTE:} If you or someone in your department is aware of an event or other fund drive that will be collecting donations that are partially tax-deductible, it is \textbf{VERY} helpful to provide our office with breakout information (\textbf{fees and tax-deductible portions}) ahead of time. For example, if your department or college is hosting a golf tournament, sending us the flyer or other documentation regarding costs before the event occurs will save time and effort. This information can also be provided with the deposit.
\end{enumerate}

\textbf{NOTE:} The form will total your deposit for you. It is advisable to run your \textit{own} total as well in order to double check the system’s total.

\textbf{HOW TO FILL OUT A GIFT TRANSMITTAL (Credit Cards): See Appendix B}

\textbf{NOTE:} Recurring gifts are \textbf{not} handled the same way as credit cards. Please see the “Recurring Gifts” section regarding how to submit recurring gifts.

1. Enter your name (or a specific contact person) and phone number in case problems arise or we have questions regarding your deposit.

2. Enter the name of the donor under “Name on Check.”

3. Enter either the 6 digit fund number \textit{or} the 11 digit Board of Regents/CUFS number for each gift.

\begin{enumerate}
\item \textit{We appreciate having your donations grouped by fund number. It makes it easier and faster for us to process them together. You may have multiple donations going to multiple funds, but please try to group them by fund number. This also applies to donations for the same event or with similar special instructions.}
\end{enumerate}

4. Select the credit card type under “Card Type.”

\textbf{DO NOT TYPE CREDIT CARD INFORMATION.} Credit card numbers must be filled out by hand on the transmittal \textit{or} supplemental documentation must be provided. Please provide \textit{one or the other} of these items. In other words, a credit number should only appear \textbf{ONCE} in your deposit. Please write “\textit{See attached}” if CC# is provided \textit{ONCE} in your deposit. Please write “\textit{See attached}” if CC# is provided on a separate form.

6. Enter the card’s expiration date (this does not need to be hand written).

7. If a credit card is from a business or other organization, a contact name is required under “Donor/Contact.” \textit{This name is used to address the donor’s tax receipt so it is very important!}

8. Enter “Solicitor” as needed.
9. Enter the **full amount of the credit card charge** under “Amount.”

10. Reference any special instructions or notes regarding gifts in the “Special Instructions” box (see Appendix B).

11. Provide ANY breakouts of a gift if part of the donation is fee in the “Special Instructions” box (see Appendix B).

   a. **SPECIAL NOTE:** If you or someone in your department is aware of an event or other fund drive that will be collecting donations that are partially tax-deductible, it is VERY helpful to provide our office with breakout information (fees and tax-deductible portions) ahead of time. For example, if your department or college is hosting a golf tournament, sending us the flyer or other documentation regarding costs before the event occurs will save time and effort. This information can also be provided with the deposit.

   i. **Auctions:** If your department holds an auction, please provide us with a breakout for each auction item. We need the fair market value of the item, winning bidder name and address, and winning bid amount. If the item’s fair market value is LESS THAN what the bidder paid, please submit on a gift transmittal form. If the item’s fair market value is MORE THAN what the bidder paid, please submit on a fee transmittal form. If no fair market value is provided to the Foundation, all auction item purchases will be considered fees and the donor will not receive a tax receipt.

   NOTE: The form will total your deposit for you. It is advisable to run your own total as well in order to double check the system’s total.

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### WHEN TO USE A FEE/OTHER INCOME TRANSMITTAL

- Use a fee transmittal form when **NONE of the donation is tax-deductible.**
  - This means the donor is receiving something in return for the donation, i.e. tickets, souvenirs, a meal, etc.
  - Whenever possible, use one transmittal form per fee description. For example, if at one event you collect donations for tickets AND donations for t-shirt sales, it’s best to put each type on separate transmittals. Sometimes these items will be combined in one check or in one credit card payment; in this case, it’s fine to put them all on one transmittal, but again, please group similar types together.
  - REMEMBER, if any portion of the donation is GIFT (i.e., tax-deductible), use a GIFT TRANSMITTAL.
  - Fees do not get any kind of receipt from the Foundation office. If someone is requesting a receipt, it is up to your department’s discretion on how to provide such a receipt.
  - If no address is provided or available, or many donors give cash, for example, these donations will be posted to an anonymous record in Raiser’s Edge.
    - If you need the donation to be posted to an individual’s record, an address and/or constituent I.D. MUST be noted, along with the amount to be recorded (if, for example, a large amount of cash is divided between donors).
HOW TO FILL OUT A FEE TRANSMITTAL (Cash/Checks): See Appendix C

1. Enter your name (or a specific contact person) and phone number in case problems arise or we have questions regarding your deposit.
2. We don’t necessarily need “Equity Name,” but if you have it, enter the fund’s name here – it can be helpful.
3. Enter either the 6 digit fund number (“Equity #”) or the 11 digit Board of Regents/CUFS #.
4. List the donor’s name, select check or cash, enter the check number if necessary, and the full amount of the check.
5. Enter the description of what the donor(s) is/are paying for in the “Description of Fee” box (see example below). If the donations are being deposited into a general fund, please reference the event name as well (e.g., Graduation Dinner Tickets or Reimbursement for Travel); be as specific as possible.

NOTE: The form will total your deposit for you. It is advisable to run your own total as well in order to double check the system’s total.

HOW TO FILL OUT A FEE TRANSMITTAL (Credit Cards): See Appendix D

1. Enter your name (or a specific contact person) and phone number in case problems arise or we have questions regarding your deposit.
2. We don’t necessarily need “Equity Name,” but if you have it, enter the fund’s name here.
3. Enter either the 6 digit fund number (“Equity #”) or the 11 digit Board of Regents/CUFS #.
4. Enter the donor’s name.
   a. NOTE regarding p-cards: Please note on the transmittal that you are providing a p-card number; provide the name of the department (and mail stop) that is using the p-card, and a contact person. We need an individual’s name in addition to the department when we run a p-card.
5. DO NOT TYPE CREDIT CARD INFORMATION. Credit card numbers must be filled out by hand on the transmittal or supplemental documentation must be provided. Please provide one or the other of these items. In other words, a credit number should only appear ONCE in your deposit. Please write “See attached” if CC# is provided on a separate form.
6. Enter the card’s expiration date (this does not need to be hand written).
7. Select the credit card type; enter the billing zip and card expiration date.
8. Enter the description of what the donor(s) is/are paying for in the “Description of Fee” box (see Appendix D). If the donations are being deposited into a general fund, please reference the event name as well (e.g., Graduation Dinner Tickets or Reimbursement for Travel); be as specific as possible.

NOTE: The form will total your deposit for you. It is advisable to run your own total as well in order to double check the system’s total.

RECURRING GIFTS AND EFTs

8/26/2014 2:55 PM
Recurring gifts and EFTs are not considered deposits. Please do not fill out a transmittal form when submitting to the Foundation office.

Recurring gifts involve credit cards. EFT’s involve checking/savings accounts.

All recurring gifts and EFT’s are not automatically processed. They are processed manually in the Foundation office and will be completed on or around a donor’s specified date.

RECURRING GIFTS

1. The following items are needed for us to process a recurring gift:
   a. Name on credit card
   b. Address and phone number of donor/credit card holder
   c. Credit card number
   d. Credit card expiration date
   e. CSV code on back of credit card (usually 3 or 4 digit code)
   f. Amount of transaction to be set up as a recurring gift
   g. Frequency of gift (e.g., monthly, yearly, weekly, etc.)
   h. TOTAL amount of gift unless donation is indefinite
      i. If gift is to be processed indefinitely, the Foundation needs notification from the donor in order to terminate the recurring gift. The gift will be processed monthly/yearly/weekly unless we receive such notification.
   i. Foundation fund number
   j. Any special instructions regarding receipts or gift reference

2. The following items are needed for us to process an EFT:
   a. Voided check from donor (NOTE: a deposit slip will NOT work)
   b. Completed EFT form: general EFT forms can be found on the Giving to Nevada webpage: http://giving.unr.edu/staffResources.aspx.
   c. Frequency of gift (e.g., monthly, yearly, weekly, etc.)
   d. TOTAL amount of gift unless donation is indefinite
      i. If gift is to be processed indefinitely, the Foundation needs notification from the donor to terminate the EFT. The gift will be processed monthly/yearly/weekly unless we receive such notification.
   e. Foundation fund number
   f. Any special instructions regarding receipts or gift reference

ALUMNI MEMBERSHIPS

Alumni memberships are to be submitted on a “Fees and Other Income” transmittal.

If any part of a membership deposit is incorrect or unclear, we can’t process the transaction and will send the entire deposit back to the individual who completed the transmittal. Please feel free to contact us with questions regarding return of a deposit.
• When depositing membership gifts, please identify the donor in Raiser’s Edge and write down the correct constituent I.D. # for the membership.
  o Please supply the I.D. # of the “hard member” when it is a joint membership to avoid duplicate memberships.
• Please also verify that the donor is requesting the appropriate membership (e.g., if a donor currently has a Senior Annual Membership and is requesting an Alumni Annual Membership, please verify that the membership should be changed.)
• The Foundation office is not responsible for determining correct membership allocation. We will process memberships as instructed in your deposit.
• We will also enter appeals as instructed on a transmittal. Please group memberships with the same appeal on one transmittal.
• If a donor pays more than what a (or multiple) membership(s) costs, please fill out a GIFT TRANSMITTAL FORM for the remaining gift with the correct fund.

REQUESTING REFUNDS/ADJUSTMENTS

NOTES ABOUT REFUNDS:

• All credit card refunds must be credited to the same card originally used for the donation. Our office shreds all but the last 4 digits of credit card numbers.
  o When viewing a gift in Raiser’s Edge, the last 4 digits of a credit card number are usually shown in that gift record.
• If a donation was originally charged to a credit card, a refund must be issued to that card within 60 days of the original transaction. After 60 days, a check will be issued from the Foundation office. Please inform donors that the turnaround time for this process is 7-10 days.
• All donations made with checks or cash require a check to be issued from the Foundation office. Please inform donors that the turnaround time for this process is 7-10 days.
• All refunds and adjustments will be processed as soon as possible.

HOW TO REQUEST A REFUND:
Provide the Foundation with the following, preferably in writing (via email):

1. Reason for request
2. Constituent I.D. # where gift is hard-credited
   a. There are a variety of ways to obtain this I.D.:
      i. Search for the donor’s name in Raiser’s Edge and choose the donor with the hard-credited gift, not the soft-credit (if applicable)
      ii. View gifts in the fund into which the donation was deposited on or around the date you expect the gift was deposited
iii. P-Card transactions are entered into a college or department’s record. Most University entities are listed in Raiser’s Edge as “U of N College of…,” or “U of N Department of…”

3. Name of donor and/or credit card holder name (if a credit card transaction)
4. At least the last 4 digits of the credit card and expiration date of credit card (if applicable)
5. Date of original gift, amount of original gift, and fund
6. Amount to be refunded

HOW TO REQUEST AN ADJUSTMENT (MOVING DONATION FROM FUND(S) TO FUND(S))

Provide the Foundation with the following, preferably in writing (via email). This type of adjustment may also involve a partial refund. See above for this process:

1. Reason for request
2. Constituent I.D. # where gift is hard-credited
3. Date of original gift
4. Existing fund number(s), new fund number(s), and any new distributions (i.e., amount to be deposited into each fund if more than one)

HOW TO SUBMIT A GIFT-IN-KIND

All gift-in-kind forms can be found on the Giving to Nevada webpage under “Accounting Forms”: http://giving.unr.edu/staffResources.aspx. Please note that these forms cannot and should not be saved.

- Gifts-in-kind are considered tax-deductible donations; all gifts-in-kind should be receipted by the Foundation within 24 hours of receipt by department.
- If gifts-in-kind are collected for an event (such as an auction), please try to submit all forms to the Foundation as they are received or before the event (if possible).

1. Fill out a gift-in-kind form completely and attach any back-up documents from donor or your department.
   a. If a value of the item being donated is known (attach any appraisals or estimates if applicable), please enter this amount on the form. If no amount is given, the gift-in-kind will be valued at $1. The donor’s receipt will not show a dollar amount; it is up to the donor and his/her tax advisor to determine the tax-deductible amount of the gift-in-kind.
2. No gift or fee transmittal form is necessary for gifts-in-kind as they are not considered a “cash” donation. Please simply submit all forms to the Foundation office.
### University of Nevada, Reno Foundation

**Transmittal Form**
Cash & Checks ONLY
***GIFTS ONLY***
-DO NOT SEND CASH IN THE MAIL-
-PLEASE ENCLOSE ALL ORIGINAL DONOR CORRESPONDENCE-

**Submitted by:**
DEPT: College of Business
Contact (Include Mail Stop): Jane Doe MS 162
Phone # or ext.: 582-5555

**Total:** $13,150.00

<table>
<thead>
<tr>
<th>Name on Check (NOT Payee)</th>
<th>Fund</th>
<th>Board of Regents #</th>
<th>Cash/Check</th>
<th>Check #</th>
<th>Donor/Contact (include Dr., Mr., etc.)</th>
<th>Solicitor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Schmoe</td>
<td>020010</td>
<td></td>
<td>Check □</td>
<td>123</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>ABC Company</td>
<td>040010</td>
<td></td>
<td>Check □</td>
<td>555</td>
<td>Mrs. Susan Smith</td>
<td>Bob Jones</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Karen Johnson</td>
<td>175175</td>
<td></td>
<td>Check □</td>
<td>78910</td>
<td></td>
<td>Bob Jones</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Jack Anderson</td>
<td>1311-000-5555</td>
<td></td>
<td>Cash □</td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Special Instructions:**

Joe Schmoe - $40 is fee (Golden Reunion dinner tickets)/$60 gift
Jack Anderson - Gift is in memory of John Smith

If you have any questions OR portion of gift is a fee please call 784-1587 for assistance
<table>
<thead>
<tr>
<th>Name on Credit Card</th>
<th>Billing Address &amp; Zip of Credit Card (Required)</th>
<th>Fund or Board of Regents #</th>
<th>Card Type</th>
<th>CC # (See Security info, top of page)</th>
<th>Exp. Date</th>
<th>Donor/Contact Required if Business CC (Include Dr., Mr., etc.)</th>
<th>Solicitor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Black</td>
<td>888 Virginia St, Reno, NV 89509</td>
<td>040010</td>
<td>MC</td>
<td>“See Attached”</td>
<td>6/14</td>
<td>Bob Jones</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>John Smith</td>
<td>ABC Company 123 Maple Ln, Reno, NV 89511</td>
<td>020010</td>
<td>VISA</td>
<td>“Write credit card #”</td>
<td>5/13</td>
<td>Fred Jones</td>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

Special Instructions:

Jennifer Black - $380 is fee (golf tournament)/$620 gift

If you have any questions OR portion of gift is a fee please call 784-1587 for assistance.
UNIVERSITY OF NEVADA, RENO FOUNDATION
Transmittal Form - Check or Cash ONLY!

***Fees and Other Income Only***

Submitted By: Jane Doe M5 162
Equity Name: Unrestricted Excellence
Board of Regents #: 1311-111-1111

- DO NOT SEND CASH IN THE MAIL -

Phone #: 682-5555
Equity #: 020010

TOTAL DEPOSIT: $500.00

<table>
<thead>
<tr>
<th>NAME ON CHECK</th>
<th>CHECK or CASH</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Deere</td>
<td>CHECK</td>
<td>2012/10/01</td>
<td>$100.00</td>
</tr>
<tr>
<td>AAA Company</td>
<td>CHECK</td>
<td>2012/10/05</td>
<td>$50.00</td>
</tr>
<tr>
<td>Anonymous Donors</td>
<td>CASH</td>
<td></td>
<td>$250.00</td>
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</tbody>
</table>

Description of Fee: T-Shirt Sales

*If you need assistance, call: 784-1587

Received By:
Data:
For Foundation Use Only
### UNIVERSITY OF NEVADA, RENO FOUNDATION
Transmittal Form - Credit Card ONLY!

***Fees and Other Income Only***

-DONOT SEND CASH IN THE MAIL-

Submitted By: Joe Schmoe MS 007  
Phone: 882-5555

Equity Name: Unrestricted Excellence  
Equity #: 020010

Board of Regents #: 1311-555-5666  
TOTAL DEPOSIT: $225.00

<table>
<thead>
<tr>
<th>NAME AS APPEARS ON CREDIT CARD</th>
<th>CREDIT CARD NUMBER</th>
<th>CREDIT CARD</th>
<th>CC BILLING ZIP</th>
<th>EXP. DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzie Jones</td>
<td>Write credit card # here</td>
<td>VISA ↓</td>
<td>12/15</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Frank Johnson</td>
<td>Write credit card # here</td>
<td>MC ↓</td>
<td>5/13</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Bob Roberts</td>
<td><em>See Attached</em> (if on sep.form)</td>
<td>AMEX ↓</td>
<td>8/14</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

Description of Fee: Dinner Tickets  
*If you need assistance, call: 784-1587*