DEPOSIT PROCEDURES
University Of Nevada, Reno Foundation
775-784-1587

IMPORTANT NOTES:
Deposit transmittal forms can be found on the Giving to Nevada webpage https://www.unr.edu/giving-to-nevada under “FAQs and Forms”. Please note that these forms cannot and should not be saved. Multiple items can be included on one transmittal form. Instructions regarding these forms are found below.

• Deposits need to be handed directly to someone in the Foundation office. ALL Credit Card information should be faxed to the Foundation’s secure fax number 682-5944. A Foundation employee will verify the deposit, sign, copy, and return the transmittal. This acts as the depositor’s receipt and proof that the Foundation received the funds. Faxed transmittals will be signed and faxed back. Once you have received confirmation from the Foundation shred credit card information.
• A credit card form is also available in FAQs and Forms. It is a simple form you can type on, print and then DO NOT SAVE. It is set up as two forms per page with auto fill date and room for notes.
• Any deposits delivered after 4:00 p.m. will not be guaranteed to be deposited that day. Late deposits will be locked in our safe.
  o ANY funds (cash, checks, or credit cards) 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 secure deposits in an envelope or other package to avoid losing items.
• Depositor with 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. Cash deposits of $1,000.00 or more need to be brought to our office by two people from your department.
• If you have any questions, please call our office at (775) 784-1587.

NOTE: Please see the “Recurring Gifts” and “Auction Item” sections for special instructions for these items.

WHICH TRANSMITTAL TO USE

• Use a Gift transmittal form when any or all of a donation is tax-deductible.
  o Cash and checks may be combined on one transmittal. Credit cards should be placed on a separate transmittal.
• Use a Fee transmittal form when there is no donation component. This happens when the donor is receiving something in return (i.e., tickets, souvenirs, meal).
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)**

1. Enter your name (or a specific contact person) and phone number in case 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. If the donor is anonymous, put ‘Anonymous’ in the Name field.
3. Enter either the 6 digit fund number or the Worktag for each gift.
4. Fill out “Check #” and “Solicitor”.
5. If a check is from a business or organization, a contract name is required under “Donor/Contact.”
   
   *This name is used to address the donor’s tax receipt.*
6. Enter the full amount of the check under “Amount.”
7. Reference special instructions, appeal codes, and notes regarding gifts in the “Special Instructions” box.
8. Provide ANY breakouts of a gift, if part of the donation is fee, in the “Special Instructions” box.
   a. **SPECIAL NOTE:** If the event is set up on Raiser’s Edge no breakout is needed. If you will not be using RE for your event you can provide information one time. For example, if hosting a golf tournament, provide us the flyer or other documentation regarding costs.

**NOTE:** The transmittals are set up to 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 GIFT TRANSMITTAL (CREDIT CARD)**

1. Enter your name (or a specific contact person) and phone number in case we have questions.
2. Enter the name of the donor under “Name on Credit Card”. If the credit card is a company card, the donor is the Company and the Name on Credit Card is the card holder of the company card.
3. Enter either the 6 digit fund number or the Worktag for each gift.
4. Select the credit card type under “Card Type.”
5. **DO NOT TYPE CREDIT CARD NUMBER.** If you do not have supplemental
documentation, fill in the credit card number by hand. The card number should only appear **ONCE** in your deposit.

6. Type the card’s expiration date and 3 digit CVC from the back of the card or 4 digits from the front of AMEX.

7. If a credit card is from a business or organization, enter the “Company name” and verify that the address is the Company’s billing address for the credit card.

8. Enter “Solicitor”.

9. Enter the full amount of the credit card charge under “Amount.”

10. Reference any special instructions, fee break down, appeal code or notes regarding gifts in the “Special Instructions” box.

   a. **SPECIAL NOTE:** If the event is set up on Raiser’s Edge the breakout will not need to be on every transmittal. If you will not by using RE for your event you can provide information one time. For example, if hosting a golf tournament, sending us the flyer or other documentation regarding costs.

**NOTE:** The transmittals are designed to total your deposit for you. It is advisable to run your **own** total as well in order to double check the system’s total. **FAX transmittal and supporting documents to our secure fax (682-5944)**

### HOW TO FILL OUT A FEE TRANSMITTAL (CASH/CHECKS)

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

2. Enter the fund’s name.

3. Enter either the 6 digit fund number or the Worktag.

4. List the donor’s name. Because the “Name” field is long you are able to use one transmittal form and group fee description. For example, if at one event you collect money for tickets AND for t-shirt sales, please note this information after the Name.

5. Select check or cash, enter the check number, and the full amount from that donor. If no address is provided or available the transaction will be posted to an anonymous record in Raiser’s Edge.

6. Enter the description of what the donor(s) is/are paying for in the “Description of Fee” box. If the donations are being deposited into a general fund, please reference the event name as well (i.e., Graduation Dinner, Gala, or Tailgate); **be as specific as possible**.

**NOTE:** The transmittal is designed to total the 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 CARD)
1. Enter your name (or a specific contact person) and phone number in case we have questions.
2. Enter the fund name here.
3. Enter either the 6 digit fund number or the Worktag.
4. Enter the donor’s name.
   a. **NOTE regarding PCards:** Please note on the transmittal that you are providing PCard information. **The name of the department/school, card holder, and mail stop are mandatory.**
5. **DO NOT TYPE CREDIT CARD NUMBER.** If you do not have supplemental documentation fill in the credit card number by hand. The card number should only appear **ONCE** in your deposit.
6. Type the card’s expiration date and 3 digit CVC from the back of the card or 4 digit number from the front of AMEX.
7. Select the credit card type; enter the billing address and card expiration date.
8. If the credit card is a company card, the card holder name and business name are both needed.
9. Enter the description of what the donor(s) is/are paying for in the “Description of Fee” box. If the money are being deposited into a general fund, please reference the event name as well (i.e., Graduation Dinner, Gala, or Chapter T-shirt sale); be as specific as possible.

**NOTE:** The transmittal is designed to total the deposit for you. It is advisable to run your own total as well in order to double check the system’s total. **FAX transmittal and supporting documents to our secure fax (682-5944)**

**RECURRING GIFTS-CREDIT CARDS & EFTs**

1. Recurring gifts using credit cards and electronic funds transfers (EFTs) are **not** considered deposits. Do not fill out a transmittal form when submitting to the Foundation office.
2. Recurring gifts are credit cards transactions and EFT’s withdrawals from checking/savings accounts.
3. EFT’s are not automatically processed. They are processed manually in the Foundation office and will be completed on or around the 3rd of each month.

**RECURRING GIFTS – Please use the Foundation credit card form and complete the following.**

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. CVC number on back of credit card (usually 3 or 4 digit front of AMEX)  
f. Amount of transaction to be set up as a recurring gift  
g. Frequency of gift if donor request something other than monthly  
h. **TOTAL amount of gift unless donation is indefinite**  
   i. If gift is to be processed indefinitely, the recurring gift will terminate on the card expiration date.  
i. Foundation fund number or worktag  
j. Any special instructions regarding receipts or gift reference. 

2. The following items are needed for us to process an **EFT**: 

   a. Completed EFT form: It can be found on the [Giving website webpage](https://www.unr.edu/giving-to-nevada) under FAQs and Forms.  
b. A voided check from donor (NOTE: a deposit slip will NOT work)  
c. **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.  
d. Foundation fund number or worktag.  
e. Any special instructions regarding receipts or gift reference.

**AUCTION ITEMS**

**Auction Items can have a gift component therefore all auction items can be put on one transmittal depending on payment type:** The following information is needed to process auction items:

The fair market value of the auction item, winning bidder name and address, and winning bid amount is needed. If the item’s fair market value is LESS THAN the winning bid, the donor will receive a tax receipt. If the item’s fair market value is MORE THAN what the bidder paid there will be no receipt. If no fair market value is provided to the Foundation, the item purchased will be considered worth what the donor paid and will not be receipted.

Much of this information will be on the bid sheet so a copy will work for our needs. Please add any of the aforementioned information if it is not on the bit sheet. If payment is made with a
credit card, all the usual information is needed for the card payment to be processed. The bid sheet can be faxed along with the credit card form.

**HOW TO SUBMIT A GIFT-IN-KIND**

Gift-in-kind forms can be found on the *Giving webpage under FAQ & Forms* ([https://www.unr.edu/giving-to-nevada](https://www.unr.edu/giving-to-nevada)). Please note that these forms cannot and should not be saved.

Gifts-in-kind are considered tax-deductible donations; all gifts-in-kind forms should be received by the Foundation within 24 hours of receipt by department. No transmittal form is needed.

1. 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).
2. 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 please enter this amount on the form. If no amount is given the gift-in-kind will be valued at $1. An appraisal is needed for any GIK valued at $5000 or more. 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.

**REQUESTING REFUNDS/ADJUSTMENTS**

**NOTES ABOUT REFUNDS:**

1. All credit card refunds will be credited to the card used for the donation.
2. If a donation was 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.
3. All donations made with checks or cash require a check to be issued from the Foundation office.
4. All refunds and adjustments will be processed as soon as possible.
HOW TO REQUEST A REFUND OR ADJUSTMENT:
Provide the Foundation with the following information in writing (via email to fndacct@unr.edu):

1. Reason for request (Refund, Fund number correction or Donor correction)
2. Constituent I.D. number
3. Name of donor
4. Date, amount, and fund designation of the gift
5. Amount to be refunded. Adjustment request often include partial refund