**Bowling Green State University Foundation, Inc.**  
**Cash Transmittal Sheet**

*All cash must be deposited at the Bursar’s Office-132 Administration Bldg.*

<table>
<thead>
<tr>
<th>Type</th>
<th>Gift</th>
<th>Non-Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. Contact Person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal Code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Deposit Amounts:**  
- [ ] Principle $___________  
- [ ] Spendable $___________  
- [ ] Event $___________  
- [ ] Other $___________

**Total Cash Deposit**  
$____________  
- [ ] Check if entered in CashNet  
(Please attach CashNet transmittal)

**Other Information:**  
Additional information to document cash deposit  
(ex: purchased t-shirts, attended event, etc.)

_____________________________________________________

**Is this a memorial/honorary gift?**  
- [ ] Yes  
- [ ] No

**If yes, please include:**  
Name: ___________________________________________________________

Notification Address: ________________________________________________

Next of kin (if memorial gift): _______________________________________

- Please date stamp all documentation.
- Please include all supporting documents and envelopes with this form. Make copies of all documentation for your records.
- Please complete cash transmittal form in its entirety. Keep a copy of the completed form for your records.
- For questions, contact Lindsey Hosler 2-7668 or Kim Hites 2-7707.