

Bowling Green State University Foundation, Inc.
Check/Credit Card Transmittal Sheet

All check and credit cards must be deposited at 1851 N. Research Drive

Type Gift Non-Gift

Date _____

Dept. Contact Person _____

Phone _____

Fund Name _____

Fund Number _____

Appeal Code _____

Deposit Amounts: Principle \$ _____ Spendable \$ _____

Event \$ _____ Other \$ _____

Total Check Deposit \$ _____ Total Credit Card Deposit \$ _____

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.
- Please drop all checks and credit cards to Cory Reinhard at the front desk.
- For questions, contact Lindsey Hosler 2-7668 or Kim Hites 2-7707.