

TO:



Southwestern Oklahoma State University Foundation, Inc.

DEPOSIT REQUEST

Gift Other Combined
Check One, Use separate form for each type of Income

100 Campus Drive (580) 774-3267

Weatherford, Oklahoma 73096 (580) 774-3028

FROM: (DEPARTMENT) (SCHOOL) DATE OF REQUEST: (MM/DD/YY)

Department Chairperson:

CHECKS MUST BE PAYABLE TO:

- Southwestern Oklahoma State University Foundation Inc.
- SWOSU Foundation
- The name of the Fund in the Foundation
- Checks to any other payee will be returned unprocessed

PLEASE DEPOSIT THE FOLLOWING:
Please prepare a separate form for each fund

FUND NUMBER FUND NAME

Table with 4 columns: CHECK/CASH LIST NAME OF EACH ITEM SEPARATELY, AMOUNT GIFT, AMOUNT OTHER, PURPOSE (SEE BELOW). Includes a total row at the bottom.

INSTRUCTIONS:

- Prepare a separate form for each fund.
- *PURPOSE: If gift is to be matched, please indicate matching gift company.
- If a check is split, indicate the amount of "Gift" and the amount of "Other" for each fund.
- Indicate the amount, name and address of each "Gift".
- Keep pink copy for your records.
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- Write (stamp) the fund number to which the check is to be deposited on the front of check.
- Must leave at least 1" blank space in endorsement area of check for Foundation use.
- Attach a calculator tape showing each item and total of deposit.
- Attach supporting letters of other information needed to administer the deposit properly.
- Send white and yellow copies to Foundation.