Stephen F. Austin State University Donation Form

(for SFASU internal use only)

In accordance with HOPS 05-603, this form is to be used, to record any cash, check or credit card contribution received by your department. <u>Please use the Gift-In-Kind form for non-monetary donated items.</u>

Return completed form to: Student Business Services

Austin Building, 2nd Floor

Department Name:

Fund	Org	Account	Program	A	Account Name	Deposit Amount
Special Notes:					Total Deposit Amount:	\$

Account codes to use for donations							
54012 – Given by	54013 – Given by	54014 – Given by	54015 – Given by				
Individuals	Foundations	Corporations	Other				

Method of Payment:	□ Check	□ Cash	Credit Card	
Donor Name(s):				
Address:				
City, State Zip:				
Phone Number:_ □Cell			Iome	
Email: Personal			Business	
Contact Name, if donation				
This form was completed	by:			
Printed Name:			Phone #:	
Signature:			Date:	

Note: Before submitting this form to Student Business Services be sure to provide copies of:

- 1. This completed form and any documentation related to this donation
- 2. All checks Do NOT copy cash
- 3. Suggestion: Retain a copy of this deposit for your department's accounting records.

If you have any questions, please contact the Office of Advancement Services <u>sfaadvancement@sfasu.edu</u> or ext. 5406