

**NC State University
College of Sciences Foundation**

Check Transmittal

Department _____ Date _____

Account Number for Deposit _____

or New Fund* _____ and form attached _____

* If new fund is being requested, please attach check, "New Fund Request Form" and any other backup documentation. **CHECKS MUST BE MADE PAYABLE TO THE NC STATE UNIVERSITY COLLEGE OF SCIENCES FOUNDATION, INC.**

Check Date and # _____ Check Amount _____

Donor _____

Company Contact Person (required if no backup documentation attached)

Title _____

Address _____

Research Only:

•Were these funds obtained as the result of a proposal? ____ Yes (please attach) ____ No

•I certify that these funds require no deliverables (written or verbal) in return for this contribution.

•PI Name (Please print or type)

•PI Signature

Approved _____

Department Head/Chair

**PLEASE ATTACH OF COPY OF THE DONOR LETTER OR
OTHER CORRESPONDENCE FOR EVERY CONTRIBUTION.**

NC STATE COLLEGE OF SCIENCES FOUNDATION PROCEDURES

DEPOSITS

All deposits to Foundation funds are completed with a Check Transmittal Form or Other Income Form. The Check Transmittal Form is used for gifts and contributions. The Other Income Form is used for reimbursements or special income that is not a gift (ex: dinners, t-shirt money, golf tournaments, etc.).

NEW FUNDS

The Check Transmittal Form can be used when setting up a new fund. There are instructions at the top of the form for this purpose. This form can also be used to set up any fund.

CHECKS

Checks should be made payable to the **NC STATE UNIVERSITY COLLEGE OF SCIENCES FOUNDATION.** ~~PE~~ and not to NC State University. If checks are not made payable to the NCSUCSF, permission must be obtained to deposit such checks into the Foundation. If checks are made payable to the University, please deposit these funds through the Cashiers Office and alert the College of Sciences Foundation of the gift.

DEFICITS

Foundation funds **SHOULD NOT RUN A DEFICIT**. Please clear up any deficits as soon as possible, unless you are aware of funds coming in soon. **THERE CAN BE NO DEFICIT FUNDS ON JUNE 30.**