

**PROCEDURE NO. 902.1**  
**Area: Institutional Development**

Adopted: June 5, 2001

Certified by: \_\_\_\_\_

Dr. Adolphus Andrews  
Executive Vice President  
and Chief Financial Officer

Revisions Approved:

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**SUBJECT: MAKING DEPOSITS TO THE  
FOUNDATION**

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The following guidelines are to be used when making deposits to the Foundation:

- Obtain a Transmittal of Funds Form from the Foundation.
- Submit the completed transmittal along with the check(s). For security purposes, the Foundation will not accept cash.
- The transmittal should then be signed by a Foundation staff person as proof of receiving the deposit. The depositor should be given a copy of the completed transmittal.
- Deposits will not be accepted without the following:
  - A completed Transmittal Form.
  - A copy of the documentation from the donor(s) specifying how the funds are to be allocated.