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:  

SUBJECT:  MAKING DEPOSITS TO THE FOUNDATION  

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.