

LSU Foundation Gift Processing GUIDELINES FOR SUBMITTING DEPOSITS

Objective: The objective of the Gift Processing department is to process all donations in an accurate and timely manner. Focus and emphasis is placed on capturing as much donor information as possible. By following the guidelines outlined below, our staff is able to efficiently process each deposit **without delay**.

- A. Accessing the Deposit Transmittal Form Online
 1. Visit www.lsufoundation.org/resources.
 2. Click the **Gifts and Deposits** link.
 3. Click on either the **Gift Deposit Transmittal Form** or the **Reimbursement Transmittal Form** link under the Forms menu. These form can be completed online and printed, or they can be printed and filled in by hand.

- B. Completing the Deposit Transmittal Form
 1. Each of the following categories should be transmitted on separate forms.
 - a. Cash
 - b. Checks
 - c. Credit cards
 - d. Reimbursements
 2. The account name, account number and donor columns should be completed for each deposit.
 3. Gift portion, non-charitable portion and reimbursement columns should be completed based on the type of deposit submitted. For example, if a donor gave \$100 to the department and received a t-shirt valued at \$10, the gift portion would be \$90 and the non-charitable portion would be \$10.
 4. If special handling is needed, please complete the bottom of the form.
 5. The department contact's information must be completed on each deposit form. Please include a contact telephone number and email address.

- C. Submitting the Deposit Transmittal Form
 1. Before submitting the form, please attach all supporting documentation for each individual donation. The more documentation we receive, the more expediently we're able to process the donation. It also helps us to maintain an up-to-date TAILS donor database.
 2. Checks should be secured to the deposit transmittal form with binder clips or paperclips. Please **do not** staple checks to the individual backup or to the deposit form. For extra security, you can place donation checks in a letter size envelope and then staple the envelope to the deposit transmittal form, making sure the checks themselves are not stapled.
 3. All "check or credit card" deposits may be submitted through campus mail or hand delivered to the Foundation.
 4. All "cash" donations **must** be hand delivered to the Foundation. The courier must wait until the cash is counted and verified. A copy of the deposit transmittal form signed by a Foundation employee will be provided to the courier for each cash deposit.

Deposit Quick Tips: Before submitting deposits, check the following.

- ✓ Are cash, check, credit card, and reimbursement deposits placed on separate forms?
- ✓ Are all checks signed and completely filled out?
- ✓ Is there sufficient documentation supporting the donor's intent?
- ✓ Is the correct account name and number listed?
- ✓ For each credit card deposit, is the donor's address information listed, expiration date provided, and amount of charge listed?