



DEPOSIT TRANSMITTAL FORM
SAVANNAH STATE UNIVERSITY
FOUNDATION, INC.
SAVANNAH, GEORGIA 31404

TO: UNIVERSITY ADVANCEMENT

FROM: _____
(Source)

Record of Monies Received on _____ 20__

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For office making transmittal

For Advancement Services Use Only

Table with 7 columns: Received From (i.e. Name on Check), Amount, Payment Form, T-Code, Fund Name/Description, Batch Number, Deposit Date. The table contains 20 empty rows.

Instructions:

- 1. Original with monies and copy of letter(s) directing funds.
2. Foundation/ Advancement return duplicate with copy of receipts to Source.

Payment Form (fill in block above): C(Cash) CK(Check) MO(Money Order)

Presented By _____ Dept. _____

Advancement _____ Date _____ 20__

Those persons who are outside of University Advancement and/or SSU Foundation, Inc., who receive any DONATIONS are required to turn in money collected or received daily to the Foundation.