

COLLEGE OF CHARLESTON FOUNDATION

DEPOSIT FORM

Wilson-Sottile House

66 George Street

Charleston, SC 29424

DEPOSIT FORM

NOTE: Deposits accepted Monday – Friday 9:00 am – 3:00 pm at Wilson-Sottile House, 11 College Way

- DO NOT SEND MONEY VIA CAMPUS MAIL.
- DO NOT LEAVE CASH IN STAFF MAILBOXES OR ON THEIR DESKS.
- DO NOT STAPLE DEPOSIT PAPERWORK.
- DO NOT COPY CHECKS.

Thank You!

Part A. To be completed by depositor. Use this form to provide information about the deposit you are making to your Foundation account.

1. Non-gift deposits should normally be sent to the Treasurer’s Office of the College. If you are depositing “non-gift” funds, be sure to include an explanation below as to why the funds should go to the Foundation and explain the source of the funds. [ex: ticket sales/registration fees for fundraising event]

2. For gifts, be sure there is an address & phone number on the donor’s check or correspondence.

Date of Deposit	Foundation Account Name	Account Number			

	NON GIFTS (4350)	GIFTS (4010)	TOTAL
Checks			
Currency/Coins			
Other			
Deposit Total			

EXPLANATION FOR NON-GIFTS:

Depositor’s Name	Depositor’s Department
Depositor’s Phone Number	Delivered to Foundation by

PART B. To be filled out by Foundation Advancement Services/Financial Services

Deposit Accepted by	Receipt Number