



**SALT LAKE  
EDUCATION  
FOUNDATION**

Please refer to "IS IT A DONATION?" document to help determine the type of funds being deposited. The person depositing funds has a responsibility to communicate to Salt Lake Education Foundation the circumstances involving the collection of fundraising monies.

# DEVELOPMENT Deposit Form

**THIS FORM IS ONLY TO BE USED WHEN DEPOSITING FUNDS RECEIVED THROUGH FUNDRAISING EFFORTS AND WHEN CHECKS ARE WRITTEN TO SPECIFIC SCHOOLS AND / OR SALT LAKE CITY SCHOOL DISTRICT**

Date: \_\_\_\_\_

Account Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Person Depositing Funds : \_\_\_\_\_

Account Description: \_\_\_\_\_

*\* Funds will be deposited into Fund 21; account activity can be reviewed in BusinessPLUS.*

School / Department Location: \_\_\_\_\_

**FOR DEVELOPMENT USE ONLY**

Phone Number: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person depositing funds: \_\_\_\_\_

*By signing this deposit form, you acknowledge that no goods and / or services were received in exchange for donated funds unless otherwise noted below.*

## CHARITABLE DONATIONS (use this section when no goods / services were received)

DONOR NAME	CHECK #	DONATION AMOUNT	DETAILS / INSTRUCTIONS / RESTRICTIONS
	<b>TOTAL</b>		

## SPLIT GIFT DONATIONS (use this section when goods / services were purchased in connection with a donation)

DONOR NAME	CHECK #	DONATION AMOUNT	OTHER REVENUE AMOUNT	DESCRIPTION OF GOODS / SERVICES PURCHASED
	<b>SUBTOTALS</b>			<b>TOTAL</b>

The Salt Lake Education Foundation / Development Office does not accept cash. Please deposit cash directly in the foundation account at any Zions Bank branch with the account number and name noted on the deposit slip (call the foundation for the account number and / or to receive a deposit slip). Bank receipts must be sent to the foundation within seven (7) business days for proper crediting to your account. If revenue has been collected that is not associated with fundraising efforts, please deposit it directly with the Accounting Department (examples: fees of any kind, such as athletic, participation, program, classroom, etc., or revenue from the sales of goods, such as cookie dough, wrapping paper, book fairs, etc.).