

T: 657-278-2786 F: 657-278-7666 <https://foundation.fullerton.edu>

This form is used to deposit both gift and non-gift funds into a Foundation current operations account and/or a current endowment account. All collected funds must be deposited within **one (1) business day of receipt**, along with detailed information and supporting documentation. Please submit all documentation to Gift Processing at giftadmin@fullerton.edu or deliver it to CP-850.

PREPARER'S INFORMATION

Preparer's Name: _____ Phone Ext.: _____ Date: _____

ENTITY INFORMATION

Entity/Donor Name: _____ Constituent ID: _____ (if applicable) New Constituent

Address *(if different in RE)*: _____ City: _____ State: _____ Zip Code: _____

Phone Type: _____ Phone: _____ Email Type: _____ Email: _____

DEPOSIT INFORMATION

Deposit Type: _____ Deposit Amount: _____ Benefit Amount: _____

Collection Method: _____ Payment Method: _____ Check #: _____

Fund ID: _____ Fund Name: _____

Clearing Account (90070) Reason for Clearing Account: _____

CREDIT CARD TO BE CHARGED

Name on Card: _____ (if different from Entity Name above) Card Billing Address: _____

Card #: _____ (Per PCI SSC compliance, the card number must be handwritten, NOT typed) Exp. Date: _____ Sec. Code: _____ Card Type: _____

GIFT INFORMATION

Donor would like to remain anonymous: _____ Donor would like to be receipted: _____

Pledge Constituent ID: _____ (if different from ID above) Pledge ID: _____ Appeal Code: _____

Opportunity Constituent ID: _____ (if different from ID above) Opportunity Name: _____

Soft credit will be recorded ONLY when the affiliation field is completed.

Soft Credit Name: _____ Soft Credit Constituent ID: _____ ***Affiliation:** _____ (REQUIRED: Soft credit will be recorded ONLY when affiliation field is completed)

Tribute Type: _____ Tribute Constituent ID: _____ Name: _____
Comments/Notes: _____

NON-GIFT INFORMATION *(Supporting documentation is required for all non-gift deposits)*

Non-Gift Type: _____
Purpose of Non-Gift: _____