

UNIVERSITY OF ARKANSAS FOUNDATION, INC.
NON-GIFT TRANSMITTAL FORM
INSTRUCTIONS

UA FOUNDATION ACCOUNT NUMBER: Provide the Foundation account number to be credited. All deposits included on a single form must be intended for a single account

UA FOUNDATION ACCOUNT NAME: Provide the corresponding UA Foundation account name.

PAYOR NAME: List the name of the individual or company issuing the check to be deposited. Each check must be individually listed on the form. You may include an unlimited number of checks on a single form as long as the account number is the same. If you need additional room you may list the payor generally, for example "various memberships", "various attendees", etc. and then attach a summary sheet listing the individual names and amounts. If you have a single check with multiple rev/exp codes, list the payor once followed by a line item breakdown of amount and rev/exp code.

REV/EXP CODE: Used to tag each individual check to a unique code for presentation.
See Revenue Code List/Definition tab for a list and definition of available codes.

AMOUNT: Enter the corresponding amount for each "PAYOR"

TOTAL DEPOSIT: Total dollar amount of checks deposited.

PURPOSE OF FUNDS: Provide a brief description of the purpose of the funds being deposited.
(Example: membership dues, sale of merchandise, conference income, royalties, etc.)
Identify each source with the corresponding number of the "PAYOR" line.
(Example: 1. Membership dues 2. Conference income)

COMPLETED BY, DEPT,
PHONE, DATE: Please provide your name, department, phone number, and date that the form was completed.

Additional instructions:

Do not stamp or endorse the back of the check unless the check is made out to an individual and the check is being endorsed over to University of Arkansas Foundation. All fields are **REQUIRED** and needed to accurately record the non-gift. The department is asked to retain a copy of the non-gift transmittal form for reconciliation purposes.

ALL RELATED DOCUMENTATION along with the transmittal form and checks should be mailed or delivered to:

University Development Office
200 Hotz Hall
Ph: 575-5549

or

Vice President for Agriculture Office
POSC 213
Ph: 575-4546

