

The University of Vermont  
Transmittal Sheet for Gift Deposits

DEPARTMENT **Sch. Of Business Dean's Off.** DEPARTMENT ABBREVIATION **SBA** DATE **1/1/2007**

PURPOSE (Required) **GIFT**

REASON (Required) **Gifts from Quarterly Newsletter appeal; sale of baked goods at special lecture.**

Explain source of deposit. Attach supporting documentation (see Hints below).

Account	Oper Unit	Dept	Fund	Source	Func	PC Bus Unit	Project	Act ID	Prog	Purp	Prop	Cash	Checks	Cash & Checks Subtotal	Credit Cards	TOTAL
School of Business Fund (SBA)																
44309	21	58000	310	400001	131				0000	0000	0000		1,500.00	1,500.00	300.00	1,800.00
School of Business Scholarship Fund (SBA SCHOL)																
44309	21	58000	310	440068	131				0000	0000	0000		340.00	340.00	75.00	415.00
Grinnell Memorial Scholarship Fund (GRIN SCHOL)																
44309	21	58000	400	330441	131				0000	0484	0000		200.00	200.00	10.00	260.00
Grinnell Memorial Scholarship Fund (GRIN SCHOL)																
45101	21	58000	400	330441	109				0000	0484	0000	55.00		55.00		55.00
														0.00		0.00
														0.00		0.00
														0.00		0.00
														0.00		0.00
												55.00	2,090.00	2,145.00	385.00	2,530.00

Use chartstring; if unsure, use name of the fund and/or DAR's allocation code.

Endowment deposits use Funds 350, 352 or 400. When spending from an endowment, use Fund 320.

Fund raising revenue can benefit a restricted fund if advertised as "proceeds to benefit the \_\_\_ fund". The revenue is deposited as sales revenue, using 45101 Account and 109 Function.

SUBMITTED BY (PLEASE PRINT) **Ray Zerr**  
 CAMPUS ADDRESS **123 Kalkin Hall**  
 PHONE **6-5555**  
 FAX **6-5554**

- Gift Depositing Hints:**
- 1) Appeals through DAR: Include preprinted response card
  - 2) Appeals on your own: Include a copy of the solicitation used (letter, script, phone order form, etc.)
  - 3) Unsolicited gifts: Include any letter or correspondence from donor
  - 4) Gift-In-Kind or Gift of Property (Real/Personal): Include a gift agreement form; may require IRS forms
  - 5) \$10,000 or more single gift must include a gift agreement, letter from the donor, solicitation from UVM unit or confirmation letter from UVM unit to the donor (the check alone is not sufficient; back up is required).

SUBMIT TO: **DAR Gift Records  
Innovation Center  
128 Lakeside Ave.**  
 Gifts are processed through DAR (not Cashier's Office).

**SAMPLE**