



Non-Gift Transmittal

This form is used to submit reimbursements and miscellaneous expenses and/or income (examples include: t-shirt sales, ticket sales, auction proceeds, book sales, etc. that do not have a gift component) to the UO Foundation. If ticket sales, sale of goods or auction items is valued more than the fair market value of the cost of the ticket/item, these contain a gift component and should be submitted to Gift Services for entry into Advance. If you have questions please contact Gift Services at 541-302-0337. **Submit credit cards, cash, and checks on separate transmittals.**

Date _____ Department _____ Dev Officer _____
Deposit Total _____ Phone # _____

Description of Deposit: _____

Payment Method: Personal check Corporate Check Cash Credit Card

Purpose: Reimbursement Sale of Goods Ticket Sales Conference Income
 Royalties Auction Items Membership Sponsorship
 Other (Describe) _____

Payee Name:	Allocation#:	GL#	Amount	Check/Credit Card#

Submitted By _____ Date _____

UO Foundation Processing

Batch #	Job #	Date
Cash receipt #	Entered by	Date entered