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UNIVERSITY OF OREGON
FOUNDATION

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#
			$ 0.00	

_____ _____
Submitted By Date

UO Foundation Processing

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

1720 E. 13th Avenue, Suite 410 Eugene, OR 97403-1905 T 541.302.0300 F 541.344.8079 uofoundation.org