



Deposit Sheet Instructions

You will find four deposit sheets to choose from:

1. **Credit Cards: Non-charitable transactions only**. This deposit sheet is provided for credit card transactions that are strictly non-gift (i.e. ticket or merchandise sales). No charitable transactions (general ledger account 401 or 481) should be reported on this form.
2. **Credit Cards: Charitable/Combination transactions**. This deposit sheet is intended for all credit card charitable contributions and combination credit card transactions.

Notes:

- *A **combination transaction** is when a donor's transaction includes partial gift and partial non-gift.*
- ***Charitable gifts** should be coded as 401 (for current use) or 481 (endowment) as directed by the donor.*

3. **Checks and Cash: Non-charitable transactions only**. This deposit sheet is provided for all check and cash deposits that are entirely non-gift (i.e. ticket or merchandise sales). Please do not include any charitable transactions (401 or 481) on this deposit sheet. If any portion of the transaction is charitable, use the deposit sheet in the final option (4) below.

4. **Checks and Cash: Charitable/Combination transactions**. This deposit sheet is provided for two types of deposits. Any check or cash donation that is a gift (401 or 481) should be submitted on this sheet. In addition, any combination transaction should be included on this sheet.

Notes:

- *A **combination transaction** is when a donor's transaction includes partial gift and partial non-gift.*
- ***Charitable gifts** should be coded as 401 (for current use) or 481 (endowment) as directed by the donor.*

If you have any questions regarding your deposit, please call the UM Foundation at 406.243.2593.