**DONATION OF FUNDS TO THE UNIVERSITY**

*This form is to be used for non staff members wishing to donate funds to the University. All supporting documentation such as a covering letter, envelope and/or remittance advice is to be attached.*

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| --- | --- |
| **Income Description** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Details: *(Please print all information clearly)*** | | | | | |
| **Payment received from:** |  | **Pay method:** | **No:** | **Amount**  **$** | **Curr:** |
|  |  | **Cheque** |  | $ |  |
| **Address for receipt dispatch:** |  | **Cash / MO** |  | $ |  |
|  |  | **EFTPOS** |  | $ |  |
| **Constituent No:** |  | **Total:** |  | $ |  |
|  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Chart of Account String where funding is to be deposited** | **Operational Unit**  **Code**  **xx xxx xx** | **Site**  **Code**  **xx** | **Fund**  **Code**  **xxx** | **Function**  **Code**  **xx** | **Project Number**  **xxxxxx** | **Amount**  **$** | **Free Format Tag** |
| **Line 1** |  |  |  |  |  |  |  |
| **Line 2** |  |  |  |  |  |  |  |
| **Line 3** |  |  |  |  |  |  |  |

**NOTE: 1. Please note that any gift/donation given for the purpose of providing a benefit for the donor may not be tax deductible. Donors intending to seek tax deductions should discuss this matter with their tax advisors.**

**2. All transactions dealing with the funds must be strictly authorised at ‘arms length’ from the donor. Donations can not be paid into an operational unit controlled either directly or indirectly by the donor.**

|  |  |  |
| --- | --- | --- |
| **Depositor Information** |  | **Accepted By University Delegate – *to be completed by Advancement Office*** |
| Print Name: |  | Print Name: |
| Signed:       Date: |  | Signed:       Date: |
|  |  |  |
| **School Finance Officer** |  |  |
| Print Name: |  |
| Signed:       Date: |  |
| Phone: |  |
| Email: |  |