



# WKU FOUNDATION

Your Gifts. WKU's Future.

## NON-CHARITABLE RECEIPTS TIPS

Submitted by: \_\_\_\_\_



# WKU FOUNDATION

Your Gifts. WKU's Future.

Extension: \_\_\_\_\_

## NON-CHARITABLE RECEIPTS

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Checks \$ \_\_\_\_\_

WKU Foundation Account Number:

Currency \$ \_\_\_\_\_

\_\_\_\_\_

Coin \$ \_\_\_\_\_

\_\_\_\_\_

Credit Card \$ \_\_\_\_\_

\_\_\_\_\_

TOTAL \$ \_\_\_\_\_ 0.00

*Explanation of Income: (Name, Amount, Reason for Deposit)*

<u>Name</u>	<u>Amount</u>	<u>Reason for Deposit</u>
1. <b>Names</b>	\$ <b>Checks</b>	<b>Enter brief description of deposit</b>
2.	\$ _____	
3.	\$ _____	
4.	\$ <b>Cash</b>	<b>If credit card:</b>
5.	\$ _____	<b>Include card number, expiration date,</b>
6.	\$ _____	<b>and reason for deposit</b>
7.	\$ <b>or</b>	
8.	\$ _____	
9.	\$ _____	<b>DO NOT send through campus mail!</b>
10.	\$ <b>Credit Card</b>	<b>Please attach all cash, check(s) or credit</b>
11.	\$ _____	<b>card information to the form. Hand</b>
12.	\$ _____	<b>deliver to the WKU Foundation within 24</b>
13.	\$ _____	<b>hours of receiving.</b>
14.	\$ _____	
15.	\$ _____	
Total	\$ _____ 0.00	

**PLEASE MAKE COPY FOR YOUR RECORDS**

Clear Form