

POTSDAM COLLEGE FOUNDATION, INC.

Receipt of Deposit

Please deposit the following funds into Foundation account:

Account Name: _____

Account Number: _____

Deposit Prepared by: _____

Date: / /

Amount of Deposit

☐ Cash \$ _____

☐ Checks _____

Check One:

☐ Donation

☐ Reimbursement for travel, overpayment, salary advance, etc.

☐ Miscellaneous income from ticket/raffle sale, performance income, participation fees, membership/dues, audition fees, etc.

☐ Other _____

Total Deposits \$ _____

Received by: _____

Date: _____

____ *Endorsed checks with your foundation account number*

____ *Attached copies of all checks being deposited (please save paper, combine as many checks as possible per sheet)*