

Date:

Lane Community College & Lane Community College Foundation

Deposit Transmittal for College or Foundation Funds

Use this form to submit cash and check deposits to LCC or LCC Foundation. Please deliver CASH and CHECKS in person. In-Kind donations must be submitted to the Foundation using the Foundation Gift-In-Kind Form. Submitting MULTIPLE checks or cash items: For the same designation/Fund/FOAP, list all donors and donation details and attach all related correspondence. DO NOT staple or tape items to this form. For different designations/Funds/FOAPs, please use separate forms.

| Name/Org | Mailing Address | Check #/Currency | Amount |
|----------|-----------------|------------------|--------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

CHECK TOTAL: \$ _____

CASH TOTAL: \$ _____

GRAND TOTAL: \$ _____

LCC FUNDS TO BE DEPOSITED: _____ ACCOUNT: * _____
(AMOUNT) (FOAP:XXXXXX-XXXXXX-4XXXXX-XXXXXX)

LANE FOUNDATION FUNDS TO BE DEPOSITED: _____ ACCT NAME: _____
(AMOUNT) (Fund/Project)

DEPOSIT INFORMATION

Were good(s) or service(s) received in relation to these funds? Yes No

If yes, please describe the good(s) or service(s) and the value of each:

Were these funds generated through sales? Yes No

If yes, please describe the sales activities:

Fundraising or Special Event: Yes No

Event Name and Description: _____

Gift Amount \$ _____ Non-Gift Amount \$ _____

Other or Non-Gift

Description: _____

I certify that these funds should be deposited in the (check one): _____ LCC FOAP listed above
_____ LCC Foundation Fund/Project listed above

Any restriction on gifts will be adhered to and properly accounted for. All relevant information pertaining to the nature of this deposit has been disclosed and any supporting documentation or correspondence has been attached

Department Head: _____ Date: _____
(Printed Name) (Signature)

Department Name: _____ Phone: _____

College Finance: _____ Date: _____

Routing: Department Approvals→Executive Dean for Special Authorization→Finance or Foundation

* If Rental Revenue: Amount will be split: 50% to dept revenue; 25% facilities maintenance & replacement; 25% Gen Fun overhead

| Accounting for Special Events and Activities | |
|---|--|
| The following information is designed to ensure revenues and expenditures for special events and activities are properly classified in college funds, club accounts and the foundation. | |
| DEPOSITING FUNDS | <i>Examples</i> |
| A. Authorized Foundation Revenue: | |
| Individual or organizational contributions to scholarships | |
| Individual or organizational contributions to capital campaigns | |
| Individual or organizational contributions to department/staff development funds | <i>Art department fund, ASA staff development fund</i> |
| Individual or organizational contributions to programs and events | <i>Rainy day food pantry donations, Nursing program support</i> |
| Tips/contributions for culinary students, massage therapy students with proceeds going toward scholarships or program support. (Note: must clearly state use of funds when accepting tips or donations.) | |
| B. Foundation Non-Gift Revenue: Pre-Approval Required | |
| Ticket sales for theater, benefit concerts and other activities where proceeds go to scholarships or other purpose specified on ticket. Requires prior authorization from Executive Dean or Vice President. | |
| C. Club Accounts | |
| Sale of student art | <i>Ceramics, art o mat</i> |
| Student/club activity revenue | <i>Nursing club, athletics gear sales, MOA club, black student union</i> |
| D. College Revenue | |
| Fees for college events, workshops, services and activities | <i>Application, program, apprenticeship fees; printmaking workshops; track event fees; Siltcoos station rentals; BDC workshops</i> |
| Rental revenue for college facilities and equipment. Rental allocation: 50% to department, 25% to general fund, 25% to reinvestment fund | <i>Field rental, theater rental, science lab rental, siltcoos station revenue</i> |
| Revenue from sale of college equipment and property | <i>Airplane sales, equipment sales, sale of adv. tech materials,</i> |
| Advertising revenue (signs, brochures, etc.) | <i>Gym, baseball field signs</i> |
| PROCESS | |
| 1. Obtain pre-approval to use proceeds from college events and activities for scholarships, if applicable. | |
| 2. Complete deposit transmittal form and deposit funds to college finance office. | |
| FAQs | |
| <i>Q: Will I be able to deposit cash with college finance?</i> | |
| A: Yes, college finance will be accepting cash, checks and credit card transations for special events and activities starting July 1. | |
| <i>Q: Will I be able to request checks for special event and activities expenditures through college finance?</i> | |
| A: Expenditures should be processed via purchase order or p-card. Please work with Greg Holmes if you have a need that requires issuing checks. | |