



**Southwestern Oklahoma
State University
Foundation, Inc.**

100 Campus Drive
Weatherford, OK 73096
(580) 774-3267

Deposit Request Form

DATE

DEPARTMENT NAME: _____

DEPARTMENT CHAIR: _____

PERSON COMPLETING FORM: _____

All checks must be made payable to either: - SWOSU Foundation
- Southwestern Oklahoma State University Foundation, Inc
- the Fund name

FUND NUMBER _____ **FUND NAME** _____

Name & Address of Payee	Payment Amount	Purpose* of Payment
1		
2		
3		
4		
5		
6		
Deposit Total (Pg. 1)		
Deposit Total (Pg. 2)		

Instructions:

Total Deposit _____

- **DO NOT WRITE ON CHECKS**
- Prepare a separate form for each fund
- Name of Payee is the individual or company making the payment – if a company, please provide the contact’s name
- *Purpose – examples: donation, T-shirt purchase, sponsorship, meal, raffle ticket, equipment purchase
- Complete page 1 and page 2 as needed
- Include any accompanying documentation, correspondence, envelopes, etc. received with the item
- Department Chair must initial where indicated
- Make one copy for your records – drop off or send via campus mail to Burton House

<p>DEPT CHAIR’S INITIALS*</p> <p>*indicates your approval of form completion</p>
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SWOSU Deposit Request Form (Continued)

Name & Address of Payee	Payment Amount	Purpose* of Payment
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
DEPOSIT TOTAL (Pg. 2)		