TO:

Southwestern Oklahoma State University Foundation, Inc.

DEPOSIT REQUEST

100 Campus Drive
(580) 774-3267

Weatherford, Oklahoma 73096
Fax: (580) 774-7055

FROM: _____ DATE OF REQUEST: _____
(DEPARTMENT) (MM/DD/YY)

Department Chairperson: _____

PLEASE DEPOSIT THE FOLLOWING:
Please prepare a separate form for each fund

CHECKS MUST BE PAYABLE TO:
—Southwestern Oklahoma State University Foundation Inc.
—SWOSU Foundation
—The name of the Fund in the Foundation
—Checks to any other payee will be returned unprocessed

FUND NUMBER _____ FUND NAME _____

CHECK/CASH LIST NAME OF EACH ITEM SEPARATELY	AMOUNT GIFT	AMOUNT OTHER	PURPOSE (SEE BELOW)
TOTAL OF EACH COLUMN	0	0	= 0 **TOTAL DEPOSIT**

INSTRUCTIONS:
— Prepare a separate form for **each** fund.
— *PURPOSE: If gift is to be matched, please indicate matching gift company. If "Other," please explain, i.e., loan repayment, fees, books, etc.
— If a check is split, indicate the amount of "Gift" and the amount of "Other" for each fund. Identify Fund in purpose column.
— Indicate the amount, name and address of each "Gift".

— **DO NOT write on the check**
— Must leave at least 1" blank space in endorsement area of check for Foundation use.
— Attach supporting letters of other information needed to administer the deposit properly.
— Keep a copy for your records.
— Send a copy to Foundation.