

**SUNY Downstate Health Sciences University  
Development & Philanthropy  
Donation Deposit Form Checklist**  
**FOR REFERENCE ONLY: DO NOT SUBMIT WITH DONATION**

<b>HSCB Foundation Donation Deposit Form Details</b>		
<b>Account #:</b>	<b>Deposit Total \$:</b>	<b>Date:</b>

<b>Check Payee</b>	
	<i>Checks must be made out to</i> <b>HSCB Foundation</b>
<b>Memo</b>	
	<i>In the Memo section</i> donors should write <b>the name/number of the account/fund</b> they wish to contribute to
<b>Documentation</b>	
	<b>Attach postmarked envelope, especially during December and January</b> (to document the donor's tax year)
	For hand-delivered checks in December/January or other checks without envelopes at this time <b>date stamp and attach an envelope with the check</b> (to document the date of receipt and the donor's correct tax year)
	Attach <b>copy of the donor's letter for Donations over \$5,000</b>
	Attach <b>copy/ies of solicitation and/or thank you</b> correspondence sent to the donor
<b>Donor Information Section</b>	
	<b>Maximum 6 donation per page</b> (keep donations in the same order in each section).
	<b>Donor Name must match</b> the name imprinted on the check
	<b>Donor Address</b> is required. For cash and checks with no address the forwarding department must obtain a valid mailing address from the donor.
<b>Donation Details</b> (for Source and Usage Category Coding, use the codes provided on the form. For questions, contact Philanthropy.)	
	<b>Source Categories</b> must be coded by the <u><i>name imprinted on the check.</i></u> <ul style="list-style-type: none"> <li>• Each donor receives <b>ONLY</b> one code</li> <li>• If the name imprinted on the check is a <b>person</b>, then the donor received an <i>individual</i> code. (if 2 individual categories apply, and one is Alumni, then Alumni takes precedence)</li> <li>• If the name imprinted on the check is an <b>organization</b>, then the donor received an <i>organizational</i> code.</li> </ul>
	<b>Usage Categories</b> are listed in the box and gifts should generally receive a code matching the purpose of the fund. <ul style="list-style-type: none"> <li>• AD – Academic Division – academic support, including resident education</li> <li>• LIB – Library – to support activities of a library</li> <li>• OR – Other Restricted – lectureships and gifts that don't clearly fit one of the other categories</li> <li>• PSE – Public Service Extension – public service including to Downstate and the community</li> <li>• SS – Student Scholarships – student scholarships, resident awards, fellowships, etc.</li> <li>• U – Unrestricted – the donor does not specify a purpose for their donation</li> </ul>
	<b>Date Received</b> is the date your office received the check. <ul style="list-style-type: none"> <li>• <b>Checks should be brought</b> to Development &amp; Philanthropy <b>within 5 business days of receipt.</b></li> </ul>
	<b>The Amount and Check number</b> should be copied directly from the check.
<b>Donations where something of value is received in consideration of the donation. (aka quid pro quo gifts):</b>	
	<ul style="list-style-type: none"> <li>• If the <b>total value received by the donor is less than the check amount</b> then the gift is a <b>donation</b> and should be deposited on the <b>Donation Deposit Form</b>. <ul style="list-style-type: none"> <li>○ The <b>total value received</b> should be noted as a <b>non-deductible amount</b> after the <b>Usage Category in the Notes Section</b></li> </ul> </li> <li>• If the <b>total value received by the donor is equal to or greater than check amount</b>, then the gift is a <b>payment</b> and should be deposited on the <b>Non-Donation Form</b></li> <li>• For assistance determining the value received and/or whether a gift is a donation or a payment, contact Development &amp; Philanthropy</li> </ul>
<b>Deposit Information</b>	
	<b>Total Donation Amount</b> - the total dollar amount of the donation checks being deposited using the form.
	<b>Today's Date</b> – the date the form and checks arrive to Development & Philanthropy.
	<b>Name of Account and Account Number</b> – This should match the memo section of the donors' checks.
	<b>Person Making Deposit and Phone Extension</b> – your name and extension go in these spaces.

Other: \_\_\_\_\_