

**SUNY Downstate Medical Center
Office of Development & Philanthropy
Donation Deposit Form Checklist**

HSCB Foundation Donation Deposit Form Details		
Account #:	Deposit Total \$:	Date:

Check Payee

Checks must be made out to **HSCB Foundation**

Memo

In the Memo section donors should write **the name/number of the account/fund** they wish to contribute to

Check Date

Checks should be less than **60 days old**. (Checks older than 60 days will be returned to be reissued)

Documentation

Attach **postmarked envelope, especially during December and January** (to document the donor's tax year)

For hand-delivered checks in December/January or other checks without envelopes at this time **date stamp and attach an envelope with the check** (to document the date of receipt and the donor's correct tax year)

Attach **copy of the donor's letter for Donations over \$5,000**

Attach **copy/ies of solicitation and/or thank you** correspondence sent to the donor

Donor/s Name and Address – maximum of 3 donations per page (in the same order in Donation Information and Details sections)

Donor Name must match the imprinted name on the check

Donor Address is required. If there is no address on the check (or when a cash donation is received), the forwarding department must obtain a valid mailing address from the donor.

Donation Details (for Source and Usage Categories use the Box on the form located between the Donation Details section and the Deposit Information section).

Source Categories are listed in the box, and must be coded by the name imprinted on the check.

- Each donor receives one code only.
- If the name imprinted on the check is a person, then the donor received an individual code. (if 2 individual categories apply, and one is Alumni, then Alumni takes precedence)
- If the name imprinted on the check is an organization, then the donor received an organization code.
- If there are any questions about source coding, contact the Office of Development & Philanthropy

Usage Categories are listed in the box and should be coded by the purpose for which the fund was established, in most instances.

- LIB – Library – to support activities of a library
- OMP – Operations/Maintenance of Physical Plant
- OR – Other Restricted – lectureships and gifts that don't clearly fit one of the other categories
- PSE – Public Service Extension – public service including to Downstate and the community
- RES – Research – ancillary support of Research
- RAD – Restricted Academic Division – academic support, including resident education
- SS – Student Scholarships – student scholarships, resident awards, fellowships, etc.
- U – Unrestricted – the donor does not specify a purpose for their donation

Date Received is the date your office received the check.

- **Checks should be brought** to the Office of Development & Philanthropy **within 5 business days of receipt**.

The Amount and Check number should be copied directly from the check.

Donations where something of value is received in consideration of the donation. (aka quid pro quo gifts):

- **If the total value received by the donor is less than the check amount** then the gift is a **donation** and should be deposited on the Donation deposit form.
 - The total value received should be noted as a non-deductible amount after the **Usage Category**
- **If the total value received by the donor is equal to or greater than check amount**, then the gift is a **payment** and should be deposited on the **non-donation form**
- For assistance determining the value received and/or whether a gift is a donation or a payment, contact the Office of Development & Philanthropy

Deposit Information

Total Donation Amount - the total dollar amount of the 1-3 donation checks being deposited using the form.

Today's Date – the date the form and checks arrive to the Office of Development & Philanthropy.

Name of Account and Account Number – This should match the memo section of the donors' checks.

Person Making Deposit and Phone Extension – your name and extension go here

Other: _____