

Local and Regional Fundraising Deposit Transmittal

- Complete this form for each batch of checks mailed for deposit.
- **In addition to your local thank you, ASPSF acknowledges gifts made to counties within Regions.**
 - ➔ Provide contact name and local address for business donations.
- **Never send cash or deposit cash into personal account.**
 - ➔ Purchase money order or cashier's check and identify as "cash receipts".
- Copy or scan transmittal form & checks for your records until you are notified that deposit is received.

County: _____ Region #: _____

Transmittal Date: _____ Prepared by: _____

Total number of checks enclosed in deposit: _____

Please enter **TOTAL** for each Revenue Category listed below and separate checks by category.

Separate and label checks by category. If a fundraising event has various revenue types (i.e.: sponsorship, tickets, silent auction), separate & label those as well.

- \$ _____ Unsolicited donations
- \$ _____ Personal appeal (*individual letter, phone call, email, or donor visit*)
- \$ _____ Direct mail appeal (*aka letter campaign*)
- \$ _____ Grant Award (Please include copy of award letter or email)
- \$ _____ Fundraising event/activity **WITH** expenses (*name of fundraiser*) _____
- \$ _____ Fundraising event/activity **with no** expenses (*name of fundraiser*) _____
- \$ _____ Other (*explain*) _____

\$ _____ DEPOSIT TOTAL

If a donation is given **in honor of** or **in memory of** someone, please provide name and the name/address of individual(s) to notify.

Mail form & checks to: ASPSF Finance Office
 614 E. Emma Ave., Suite 119
 Springdale, Arkansas 72764

Questions: pschram@aspsf.org or mhauser@aspsf.org
 or phone # 479-927-1402

<u>Office use only</u>		
Date received _____	Entered into GW _____	Deposit Date _____
Initial _____	Initial _____	Initial _____
Scanned and emailed to Exec. Asst. _____	Scanned and emailed to Volunteer &/or Program Staff _____	