

NC State Engineering Foundation Check Transmittal

Department _____ Date _____

Account Number for Deposit _____ New Fund* _____

Form Attached _____

* If new fund is being requested, please attach check, "New Fund Request Form" and any other backup documentation. **CHECKS MUST BE MADE PAYABLE TO THE NC STATE ENGINEERING FOUNDATION, INC.**

Check Date and Number _____ Check Amount _____

Donor _____

Company Contact Person (required if no backup documentation attached)

Title _____

Address _____

Research Only:

•Were these funds obtained as the result of a proposal? ___ Yes (please attach) ___ No

•I certify that these funds require no deliverables (written or verbal) in return for this contribution.

•PI Name (Please print or type)

•PI Signature

Approved _____, Department Head

**PLEASE ATTACH OF COPY OF THE DONOR LETTER OR
OTHER CORRESPONDENCE FOR EVERY CONTRIBUTION.**

NC STATE ENGINEERING FOUNDATION PROCEDURES

DEPOSITS

All deposits to Foundation funds are completed with a Check Transmittal Form or Other Income Form. The Check Transmittal Form is used for gifts and contributions. The Other Income Form is used for reimbursements or special income that is not a gift (ex: dinners, t-shirt money, golf tournaments, etc.).

NEW FUNDS

The Check Transmittal Form can be used when setting up a new fund. There are instructions at the top of the form for this purpose. This form can also be used to set up any fund.

CHECKS

Checks should be made payable to the **NC STATE ENGINEERING FOUNDATION** and **not** to NC State University. If checks are not made payable to the NCSEF, permission must be obtained to deposit such checks into the Foundation. If backup documentation mentions the Foundation or our Development Staff, we can sometimes use this as permission to deposit the funds into the Foundation.

DEFICITS

Foundation funds **SHOULD NOT RUN A DEFICIT**. Please clear up any deficits as soon as possible, unless you are aware of funds coming in soon. **THERE CAN BE NO DEFICIT FUNDS ON JUNE 30.**