

Stephen F. Austin State University
Donation Form
(for SFASU internal use only)

Use this form to record any cash, check or credit card contribution received by your department. Please use the Gift-In-Kind form for non-monetary donated items.

Return completed form to: SFA Business Office
 Austin Building, 2nd Floor

Department Name: _____

Fund	Org	Account	Program	Account Name	Deposit Amount
Special Notes:					Total Deposit Amount: \$

Account codes to use for donations			
54012 – Given by Individuals	54013 – Given by Foundations	54014 – Given by Corporations	54015 – Given by Other

Method of Payment: Check Cash Credit Card

Donor Name(s): _____

Address: _____

City, State Zip: _____

Phone Number: Cell _____ Home _____

Email: Personal _____ Business _____

Contact Name, if donation is from a business: _____

This form was completed by:

Printed Name: _____ Phone #: _____

Signature: _____ Date: _____

Note: Before turning this form in at the SFA Business Office be sure to provide copies of:

1. This completed form
2. All checks - Do NOT copy cash
3. Any documentation related to this donation
4. **Suggestion:** Retain a copy of this deposit for your department's accounting records.

If you have any questions, please contact the Office of Development at ext. 5406.