

Making a Deposit of Foundation/Donated Funds

Foundation funds, as they are commonly referred to, are donated funds to support Extension.

1. Follow all necessary cash and check handling procedures.
2. Ensure the following:
 - a. Check(s) should be made out to **The University of Florida Foundation**.
 - b. Receipt the check on your **check log**. If necessary, refer to instructions on Receiving Cash and Checks.
 - c. Restrictively endorse each check with the **Foundation endorsement stamp**. The stamp should have the endorsement below. If one was not provided, contact Extension Administration Business Services.

For Deposit Only
Wells Fargo Bank, N.A.
UF Foundation, Inc.
IFAS Extension [County Name] County

3. Fill out the online **Charitable Gift Form Transmittal** Foundation form with the following:

<https://give.ifas.ufl.edu/charitable-gift-form/>

- a. **TO SUPPORT** enter the name **IFAS Extension** [County Name] **County Fund**.
- b. **Fund Number** should match the 7-digit number that start with an F0XXXXX.
- c. Enter the **Gift Purpose**.
- d. Check the box for **Cash/Check** and enter the **Amount**.
- e. Fill the **Name of Donor**, **Address information**, and **Contact information**.
- f. Complete the **RECEIVED BY** section
- g. Make sure to keep a copy of the check and completed Charitable Gift Form for your records.
- h. Send the check and the completed form to the address below:

UF/IFAS Advancement
P.O. Box 110170
Gainesville, FL 32611

4. Helpful Tips

- a. Ensure your deposit has been credited by the UF Foundation. You will find that information at: https://fasweb.uff.ufl.edu/FAS/login_prompt.asp
Secure Login information is provided to the County Extension Director (CED) when the fund is established.
- b. Deposits are transferred to UF's Peoplesoft system and funds will be available for spending on the first business day of the month following the deposit.
- c. A 5% fee is assessed on all incoming deposits. No other fees are charged.

Additional Information on UFF Revenue and Collections:

<https://www.uff.ufl.edu/Documents/Document.asp?DocID=2550128>