Hello Everyone!

I have below a new procedure for dropping off cash and check deposits. Please distribute to the appropriate employees in your area who may have cash or checks to drop off. The following procedure applies to both gift and revenue deposits. These new procedures will help protect both delivering and receipting parties from theft and ensure there is a clear chain of custody.

All deposits must be received in a plastic zippered envelope. These envelopes should be labeled with the department’s name and interoffice address. Envelopes, receipts, and/or documentation requests will be returned via interoffice mail. The receiving department is responsible for completing either a Revenue Transmittal or Gift Transmittal form.

Gifts: Gifts are donations where the donor receives no benefit or the total amount is greater than the value of benefits received. The receiving department will complete a Gift Transmittal (Tab 1 on the spreadsheet) form for each set of gifts to be delivered to Gift Receiving. Credit card transactions will require a separate transmittal. Checks and cash should not be included on any form that also has credit cards. Gifts and revenue items should never be placed on the same transmittal form.

Revenue: Revenue are payments for benefits received with NO gift/donation component. These can include the purchase of goods or services, expenditure reductions, and reimbursements. The receiving department will complete a Revenue Transmittal (Tab 2 on the spreadsheet) form for each set of deposit items to be delivered to Gift Receiving. Credit card transactions will require a separate transmittal. Checks and cash should not be included on any form that also has credit cards. Gifts and revenue items should never be placed on the same transmittal form.

* CASH
	+ Cash deposits will need to be brought directly to a member of Gift Receiving so that a receipt can be obtained. These should be brought to Blake Beckwith. If Blake is not available,  Raquel Le Donni may take the deposit. All cash deposits will be counted and a receipt issued. Any person dropping off cash must wait for the cash to be counted and a receipt issued.
* Non-Cash
	+ Any non-cash items (checks, credit cards, Gift In Kind, Prior Deposits) should be dropped in the drop box at Tiger Park. The drop box will be emptied once per day. Each envelope will be emptied, and a receipt detailing total deposit amount and project/fund id will be recorded. A receipt will be sent to the department in the zippered envelope via interoffice mail. A receipt log will be kept in the Gift Receiving department.

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