



## CHECK DELIVERY FORM

### Gift Account Information:

Name of Cost Center:

Check amount:

Cost Center #

Name of donor:

FRS#Cost Center #

### College/Department Information:

Name of staff member making delivery:

Date:

College/Department:

Ext:

### Checklist of documents needed:

- ☐ Original check
- ☐ Envelope the check came in
- ☐ Letter/note from donor

Signature of University Advancement staff:

Received by

Date