

**Sonoma State University Academic Foundation**  
**Handling and Processing of Donations**  
**Cash and Check Deposit and Credit Card Processing Policy for Donations to the**  
**Sonoma State University Academic Foundation**  
**Effective: June 1, 2008**

Time Requirement

The Sonoma State University Academic Foundation requires all checks and cash received by any office/department on campus be delivered to the main Cashier's Office (Salazar 1019) within two business days of receiving the funds. Funds received by the main Cashier's Office are deposited the following business day.

Documentation Requirement

Check and cash deposits must be accompanied by adequate documentation which clearly indicates the donor's intent for the donation. It is the office's/department's responsibility to obtain this documentation from the donor.

Similarly, donations received and processed with a donor's credit card must also be accompanied by adequate documentation which clearly indicates the donor's intent for the donation. It is the office's/department's responsibility to obtain this documentation from the donor.

Examples of adequate documentation:

1. Signed letter from donor accompanying donation
2. Pre-printed Pledge Card completed by donor at time of donation
3. E-mail exchange between office/department and donor
4. Memo line on check completed by donor (not office/department)
5. Pre-printed Response Card accompanying donation.

Funds will not be credited to the program's account until approved by Financial Services – Foundation Accounting. Donations will be deposited

and recorded in the Foundation's designated holding fund until the office/department submits adequate documentation.

In circumstances where it is not possible or reasonable to obtain adequate documentation from the donor, the office/department may submit a Donor Intent Certification Form which is available upon request from Financial Services – Foundation Accounting. This form requires the signature of an authorized signer for the fund submitting the donation and requires further approval by the Associate Vice President for Administration and Finance.

Other circumstances will be reviewed and authorized on a case by case basis.