



LCC Foundation Gift Transmittal

Process Change: Deposits can no longer be sent via Campus Mail. Please deliver all deposits, in person, to our office located in Building 19, Room 270. Deposits must be counted and this form must be signed by Foundation staff before you leave our office.

This form is used to submit donations of cash, checks and credit cards to the LCC Foundation. Please attach all correspondence from the donor and any additional paperwork as applicable. The LCC Foundation will mail a written acknowledgement / tax receipt to the donor for the charitable contribution in accordance with IRS guidelines. **Submit credit cards, cash and checks on separate transmittals.**

Date _____ Department _____ Contact _____

Description of Deposit: _____

Total of Deposit: \$ _____

Donor Name & Address:	Type	Fund #	Amount	Check/Credit Card#

***If listing credit cards, please include: billing address, expiration date and CVV code on back of card.**

Submitted By _____

Date _____

Received By _____

Date _____