



## Tips for Gift Deposits to the LCC Foundation

**Please encourage donors to send their donations directly to the Foundation. We recognize this is not always possible, and sometimes a department or staff member may collect donations directly.**

**Below are some important tips to help ensure the safeguarding of donations when you or your department receive them directly from a donor:**

- 1) NEVER SEND CHECKS, CREDIT CARD INFORMATION OR CASH THROUGH CAMPUS MAIL. THIS INCLUDES GIFTS (FOUNDATION) AND NON-GIFTS (COLLEGE FINANCE)
- 2) NEVER DROP CASH DONATIONS/DEPOSITS IN THE FOUNDATION DROP BOX.
- 3) Don't just hand the checks/cash to someone else in your office without documenting that handoff. Remember, if there is no documentation, then you are still responsible for the money you accepted.
- 4) Whenever possible, deliver GIFT deposits in person to the Foundation and make contact with a Foundation staff member. These GIFT deposits should be made as soon as possible, preferably within 24 hours of receiving the donor's personal check, credit card information or cash. When this is not possible, donations/deposits should be kept in a locked location or a safe within your office.
- 5) All GIFT deposits/deliveries of checks, credit card information, or cash must be accompanied by an LCC Foundation Gift Transmittal. The Foundation staff member accepting your deposit will go over the deposit with you so that you mutually agree on the deposit amount, and then the Foundation staff member will sign the LCC Foundation Gift Transmittal and give you a copy. You can find the LCC Foundation Gift Transmittal at:  
[https://www.lanecc.edu/sites/default/files/foundation/lcc\\_foundation\\_gift\\_transmittal.pdf](https://www.lanecc.edu/sites/default/files/foundation/lcc_foundation_gift_transmittal.pdf)
- 6) Only after you receive a copy of the signed LCC Foundation Gift Transmittal from the Foundation will your responsibility for the safeguarding of the donation cease.