



San José State
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FOUNDATION

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Date: June 22, 2005
To: Project Directors and Primary Account Signers
From: Paul E. Harris *PEH*
Director of Finance and Accounting
SJSU Foundation
Subject: Change in Deposit Summary Form

In response to a CSU audit, we are revising the Foundation's Deposit Summary form and documentation requirement. A copy of the revised form is attached, and additional forms are available in the Foundation lobby and at <http://www.sjsufoundation.org/sjsuf-faculty-resources/forms.htm>

To bring our deposit transactions into compliance with new audit standards, we will need more specific documentation of the type of revenue represented with each Deposit Summary. This can be accomplished by ensuring each deposit is processed according to the following guidelines:

1. Using the new Deposit Summary Form (attached), **check the appropriate box** and write in the name of the event, workshop, etc.
2. Provide **copies of support documentation** such as donor letters, event announcements, solicitation letters, or other similar data that supports the type or purpose of the deposit. Please attach any support documentation available.
3. **Separate deposits** for donations from other types of deposits (e.g. fees, travel reimbursements).
4. **Please begin using the new Deposit Summary form immediately**, and discard the old forms you have on hand.

If you have any questions, call Daisy Wan, Senior Accountant, at 4-1404.
Your cooperation is greatly appreciated!

Attachment: New Deposit Summary form

cc: Robert Ashton, VP of University Advancement
Nancy Bussani, Executive Director, University Advancement