Guide for processing incoming funds

Processor determines the purpose of payment

**Gift**
To WFAA Foundation
- Prepare and print a WFAA Foundation Gift Deposit form. Attach any docs that state what the gift supports.
- Send to: COE Business Services 2630 Engineering Hall for approval and routing to WFAA.
- WFAA deposits money into WFAA acct, may send donor an acknowledgement, and notifies department of the gift. Department may send donor its own thank you.
- WFAA reports show balance of accounts. Department may transfer money to supporting 233 gift funds as needed.

**Donation**
To UW for 233 gift fund
- Prepare a UW Gift Check Routing form and acknowledgement letter. Attach check and documents that state what the gift supports.
- Send to: COE Business Services 2630 Engineering Hall for processing.
- COE will add money to budget of existing 233 or create new 233 if needed. Dean's Office sends out acknowledgement letter.
- Money added as revenue coded 9XXX.

**Receipts**
Revenue or fees for events, lab services, or tuition
- May be paying invoice
- Prepar a “Cash Only” or Check Deposit form.
- Receipts are deposited to 136 (RPA) funds.
- Deposits processed weekly.
- Money added as revenue coded 9XXX.

**Sales Credits**
Sales credits
- May be paying invoice
- Prepare a “Cash Only” or Check Deposit form.
- Sales credits should not be deposited into 136 funds.
- Deposits processed weekly.
- Money added as sales credit coded 9050/9051

**Refunds**
Refunds of costs paid by UW funds
- Prepare “Cash Only” or Check Deposit form. Use WISDM to find payment information to complete form.
- Attach cash or check(s) and deliver to: COE Business Services 2630 Engineering Hall
- Deposits processed weekly.
- Credit will post as a negative disbursement