

Completing the Asset Transmittal Form (ATF)

The following is an explanation of the Asset Transmittal form:

Deposit for Project # - Always verify the project # before submitting assets to the Foundation for deposit. A transposition of the project # could cause the asset to be deposited in the wrong fund.

Project Name – Be sure to indicate the name of the project. This will help in ensuring that the correct project # is processed for deposit.

Type of Deposit – Check only one type of deposit per transaction. Please do not combine different types of deposits on the same transmittal.

Name of Donor or Payer – List each donor separately. Be sure to provide an address for the donor or payee, if not shown on the asset. In the case of corporate checks, please specify the company's representative's name and the correct mailing address, if different from the address provided on the check..

Received/Verified by – Upon verification and signature by the authorized personnel of Florida A&M University Foundation, Inc. Accounting Office, please retain a copy of the transmittal for your records.

Please note: Cash should be hand-delivered to the Foundation's Accounting Office. A copy of the transmittal will be issued to courier to confirm delivery.