



Check Acknowledgement Form

ALL CHECKS MUST BE MADE OUT TO “COMMUNITIES FOUNDATION OF OKLAHOMA” OR “CFO.” PLEASE NOTE THE FUND NAME IN THE MEMO LINE.

Please fill this form in completely and mail the original form with the checks.
Please keep a copy of the form for your records.

Your Name: _____ **Date:** _____

Name of Fund: _____ **Fund #:** _____

Please list each check to be deposited into the above fund. List the donor name and the amount of the check. If the check does not have a printed address, please list this on the form. If you have more than 10 checks to mail, please complete a second form.

List of Checks for Deposit

<i>Name of Donor:</i>	<i>* Donation:</i>	<i>* Program Revenue:</i>	<i>Total:</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
<u>Total of each column:</u>	_____	_____	_____

* A **DONATION** is a monetary gift with no goods or services provided or given to the donor. **PROGRAM REVENUE** is the value of the goods or services provided to the donor. Some receipts may include both program revenue and a contribution in the same payment. For example, if the value of playing in a golf tournament, including green fees, meals and beverages, balls, tees, shoes and other items given to all participants (whether purchased by the charity or donated) is \$40 per participant and the price set for participating in the event is \$50 per participant, \$40 would go in the Program Revenue column and \$10 would go in the Donation column.