



Financial Affairs

Charitable Contributions

A reminder to all campus personnel that charitable contributions of any kind (donations, contributions and/or gifts) **MUST** be processed by the University of Wyoming Foundation.

This is in accordance with [Presidential Directive 3-1993-1](#) and [University Regulation 12-1](#).

Charitable contributions cannot be deposited at the Cashier's office, as this is a direct violation of the above regulations.

A few general examples of the types of gift fund GL strings to be processed by the UW Foundation include:

- Discretionary Account in Criminal Justice:
 - 10-Natural Account-**300-500112**-13151-Exp Class-0000-0000-0
- Excellence Fund in Education:
 - 10-Natural Account-**300-500545**-15001-Exp Class-0000-0000-0
- Endowed Scholarship in Engineering Dean's Office:
 - 10-Natural Account-**305-630895**-10103-Exp Class-0000-0000-0
- Endowed Restricted Gift Account in Marketing:
 - 10-Natural Account-**305-670059**-14001-Exp Class-0000-0000-0

If your department receives any type of charitable contribution, please notify the foundation at 307-766-6300 or foundation@uwyo.edu.

Cash and checks require a [Foundation Deposit Advice Form](#), and should be deposited directly at the University of Wyoming Foundation, 3rd floor, at the Marian H. Rochelle Gateway Center, 222 S. 22nd Street on the corner of Grand Avenue. Free parking is available in the adjoining lot, and the University bus shuttle stop is directly adjacent.

Detailed instructions on how to process charitable contributions can also be found on the Department Administrative Policy and Procedures (DAPP), [“Receipt and Handling of a Charitable Contribution to the University.”](#) This DAPP can be found on the [Policies and Reference Material](#) section of the Financial Affairs website.

Thank you for your attention to this matter. Should you have any further questions, please contact the [Accounting Office](#).

Contact Information

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