Interoffice Memorandum

To: GSU Foundation
From:
Date:
RE: Deposit

Fund	Description	Check Amount	Cash Amount	Vender	Donation Letter

BREAKDOWN of CASH

Bills		Coins	
$100.00		$1.00	
$50.00		$0.50	
$20.00		$0.25	
$10.00		$0.10	
$5.00		$0.05	
$1.00		$0.01	
	Total CASH		$ 0.00

TOTAL DEPOSIT

Cash	$ 0.00
Checks	$ 0.00
TOTAL:	$ 0.00

If you have a cash deposit and they need a donation letter please make sure you include an address.

Depositor and Date

GSU Foundation and Date