Gift Setup Process Overview
University of Colorado Boulder

<table>
<thead>
<tr>
<th>University</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Determine the correct recipient &amp; where to deposit the check or wire transfer</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Existing speedtype</strong></td>
<td><strong>Set up new speedtype</strong></td>
</tr>
<tr>
<td>Deposit to Treasurer's gift clearing speedtype &amp; account*</td>
<td>Org Unit deposits check to Treasurer's gift clearing account*</td>
</tr>
<tr>
<td>Treasurer verifies Gift Purpose Code is compatible and transfers money to existing gift speedtype</td>
<td>Org Unit completes Gift Fund form Sections I &amp; II and sends donor letter and form to CU Treasurer</td>
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<td>Treasurer completes Section IV by selecting the Gift Purpose Code and then forwards to CCO</td>
<td>CCO completes Section V, verifies employees completed gift training, and sets up speedtype</td>
</tr>
<tr>
<td>Treasurer transfers gift out of clearing speedtype into gift speedtype</td>
<td>CUF verifies that the Gift Purpose Code is compatible with donor's wishes</td>
</tr>
<tr>
<td>Money is available to spend in linked gift speedtype</td>
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</tr>
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<td></td>
<td>CUF completes Gift Fund form Sections I &amp; III</td>
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<tr>
<td></td>
<td>Org Unit completes Gift Fund form Section II</td>
</tr>
<tr>
<td></td>
<td>CCO completes Gift Fund form Section V and sets up FOPPS</td>
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<td></td>
<td>After CUF account and speedtype are set up, money is available to spend</td>
</tr>
</tbody>
</table>

See also Gift SpeedType Setup and Maintenance

* Refer to Gift Check Process tab
Flowchart for Processing Gift Checks and Wire Transfers

START HERE
Department receives gift check payable to (pick one):

CU Foundation
Forward check, envelope, and original documents and correspondence to the CUF, 1800 Grant St, Ste 725,
CU Foundation deposits check into Foundation linked account.

CUF confirms donor intent to deposit funds with CUF unless it was made payable to CUF erroneously.

CUF deposits check into Foundation linked account.

accounting@cufund.org

Not sure.
If it isn't clear or if there is ambiguity, review the Gift Revenues section of the Accounting Handbook.

Gift Revenues link
Determine correct payee CUF or UCB

CU-Boulder
Check is made out to the University of Colorado, the CU Regents, a campus, a CU Department, a CU program, and donor is not responding to a specific solicitation. If needed, create new FOPPS.

CU-Fund form link

Prepare a cash receipt and deposit with the Cashier in Regent Hall and use:
- speedtype 13468785
- account 070504
- in Remarks field, indicate the speedtype into which the funds should be transferred once cleared by Treasurer.

Gift Fund form link

CUF confirms donor intent to deposit funds with CUF unless it was made payable to CUF erroneously.

CUF deposits check into Foundation linked account.

Treasurer verifies that the Gift Purpose Code of your gift speedtype is compatible with donor intent.

Treasurer transfers gift from clearing speedtype into your gift speedtype.

*Gifts received via wire transfer are handled the same as gifts by check except without the physical paper check.
Gift Check & Wire Processing at CU-Boulder
Updated March 3, 2014

1. If you receive a check made payable to the **CU Foundation** (CUF), then forward the check or, envelope, and all original documents, including all accompanying correspondence to the CU Foundation (1800 Grant St., Suite 725, Denver, CO 80203, 303-813-7935). The CUF will determine whether to deposit the check into an existing CUF account or if a new one must be set up.

2. If the check or wire is made payable to the **University of Colorado, the Regents of the University of Colorado, a campus, a CU Department, or a CU program** and there is no accompanying information indicating that the donor is responding to a specific solicitation, the gift is donated directly to the university and shall be remitted to the Office of the University Treasurer for deposit.

3. For checks, prepare a cash receipt and deposit the check at the Office of Cash Management in Regent Hall and use the following:
   - SpeedType **13468785** (34-10612-38171, UCB Treasury Gift Clearing. Use this for the Boulder campus only—other campuses have their own speedtype.) and
   - Account code **070504** (Treasury Gift Clearing Suspense)
   - Wired funds intended for donation directly to the university should be deposited to the same speedtype and account code.

4. If the final destination of the gift is to an **existing** speedtype, in the Remarks section, note the speedtype into which the funds should be transferred once cleared by the Treasurer.
   - Send copies of the check and cash receipt (or wire information from the Cashier), and original donor letter and any other documentation to the **Treasurer’s Office**, fax: 303-837-2188, campus box 25 UCA.
   - The Treasurer verifies that the Gift Purpose Code of the fund 34 speedtype is compatible with the donor intent.

5. If a **new** speedtype needs to be set up, note this is the Remarks section of the cash receipt, fill out a Gift Fund Form and send this, a copy of the cash receipt (or wire information from the Cashier), original donor letter and all documentation to Rick Todd, Treasurer Office, campus box 25 UCA.
   - Be sure to keep departmental copies for your records.
   - The Treasurer completes the Gift Purpose Code section and forwards to CCO who then sets up the speedtype.

6. Treasurer transfers gift out of clearing speedtype and into your fund 34 speedtype.