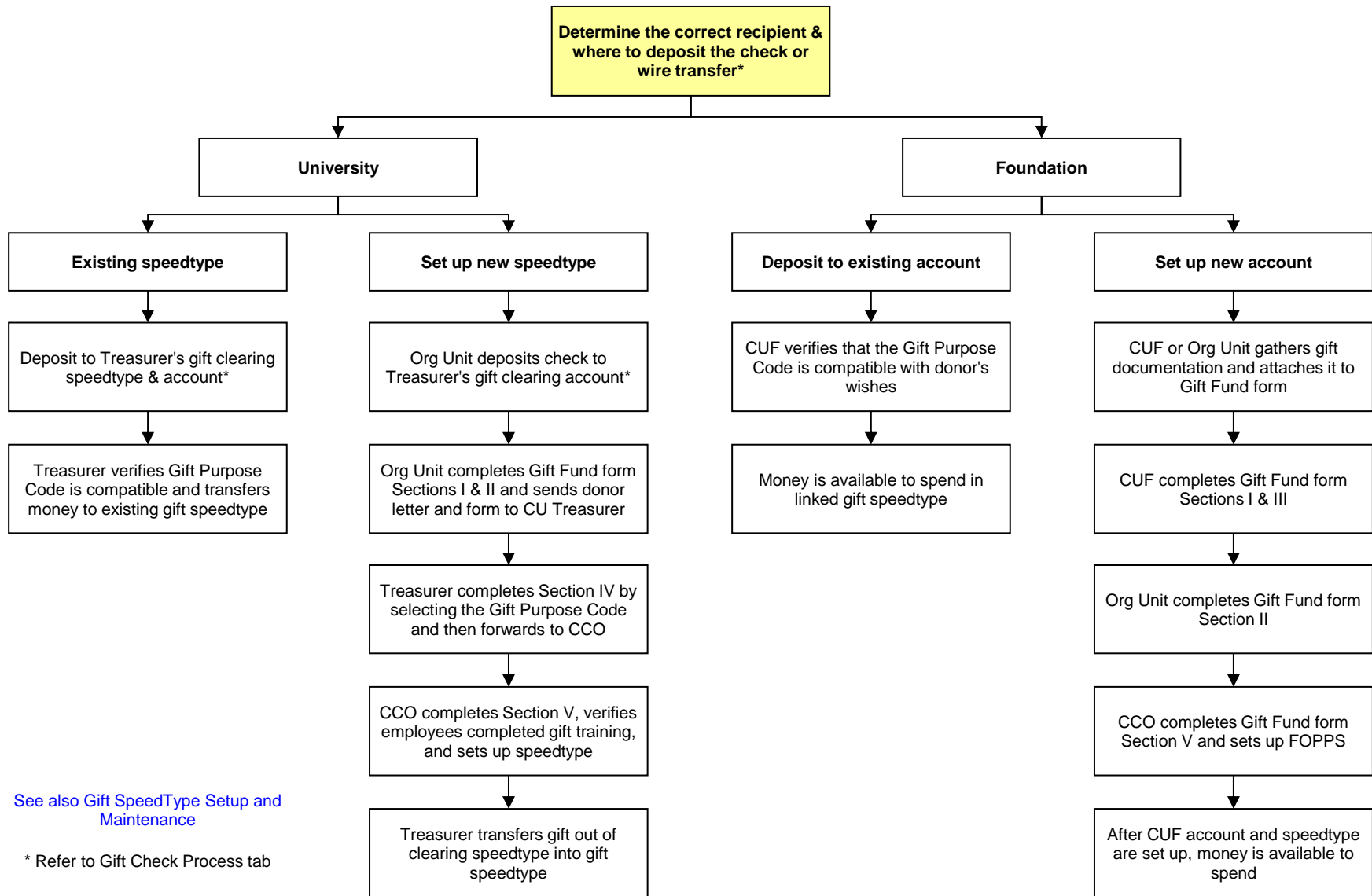
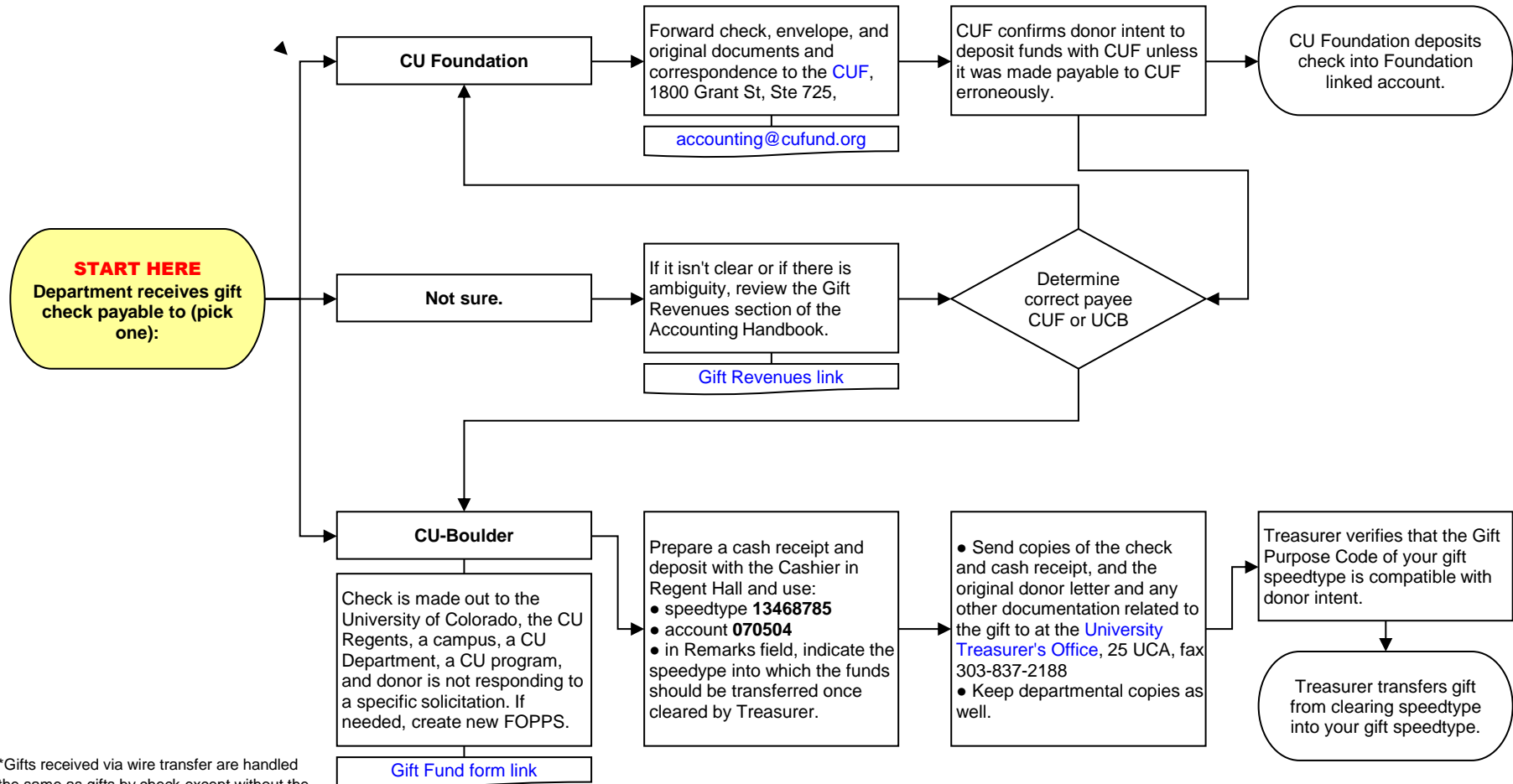


## Gift Setup Process Overview

### University of Colorado Boulder



## Flowchart for Processing Gift Checks and Wire Transfers\*



\*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 in 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.

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