UNIVERSITY OF CENTRAL OKLAHOMA FOUNDATION

Check One: ___ Gift  ___Other  ___Combined
Use separate form for each type of income.

Check One: ___ Check/Cash  ___Credit Card
All Credit Card charges must be on a separate form.

From: ___________________________________________ Date of Request: _____________________ Phone: _____________________

Sponsor: _______________________________________

Prepared by: ____________________________________

Fund Number:______________________ Fund Name:_________________________

CHECKS MUST BE PAYABLE TO:
University of Central Oklahoma Foundation
UCO Foundation

<table>
<thead>
<tr>
<th>CHECK NAME</th>
<th>Gift Non Taxable Portion</th>
<th>Gift Taxable Portion</th>
<th>ENDOWED SCHOLARSHIP SPENDABLE TO BE MATCHED</th>
<th>PROGRAM / PROJECT COLLEGE / AREA</th>
<th>PURPOSE</th>
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1. An administrative fee of 5% is charged on all spendable and scholarship funds.
2. Purpose of funds field must be directed by the donor of funds.
3. Any requests to establish new funds must be approved by the foundation according to policy guidelines prior to accepting contributions for those funds.
4. If one check is split between multiple funds, use separate line for each fund and indicate fund in "Purpose" column.
5. If gift is to be matched, indicated matching company name on line below check. Attach completed matching form with this request.
6. Attach supporting letters or other information to this request form.
7. Indicate full donor name and address if not on check or if cash.
8. Credit Card Fees will be deducted directly from the funds receiving donations made by credit card.

4/11/2005