# TRANSMITTAL (DEPOSIT) SLIP FOR RESEARCH FOUNDATION ACCOUNTS

**THE RESEARCH FOUNDATION OF SUNY AT STONY BROOK UNIVERSITY**
**OFFICE OF GRANTS MANAGEMENT**
W5510 Melville Library, Zip=3366  Phone 632-9038  FAX:632-9147

## CHECKS MUST BE MADE OUT TO "THE RESEARCH FOUNDATION" OR ENDORSED TO "RF"

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Address of Payer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amount: $</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original Check #, Req#, PO#, or Invoice #:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expenditure Type:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supplier (vendor):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Explanation:</td>
</tr>
</tbody>
</table>

### PURPOSE OF PAYMENT

- Sponsor Payment [ ]
- Refund [ ]

If REFUND you MUST provide one of the following (for reference):

- Project Director: ____________________________
- Department (ORG): __________________________
- Campus Zip: ________________________________
- Contact Person: _____________________________
- Phone: ____________________

### Payment Received by RF-OGM

- Payment Received: ____________________________
- Date Received: ______________________________
- Signature: __________________________________

### Instructions:

- print out this transmittal (deposit) slip
- be sure to fill it out, indicating pertinent information in all areas
- send, or take your checks for deposit to the Accounts Receivable area in the Office of Grants Management, W5510 Melville Library, Zip=3366
- the Grants Management staff will sign for the deposit and make a photocopy of it as your receipt.