

## Voluntary Support Processing Guide

### Initial Questions:

- Does this funding meet the definition of Voluntary Support?
- Does an account exist to accurately reflect the intent of the donor?

### Section A: If check is received in the department (business office, faculty member, school development office, etc.):

#### Action steps:

- Obtain all possible backup documentation. This should indicate donor information, purpose of gift, etc. If no written documentation is available, mention this in the comment section on the Form 44 and submit with the Department Head's signature.
- Prepare Voluntary Support Gift Form (Form 44) with all required information. This form is available on-line at: <http://www.purdue.edu/sps/accountmgmt/voluntarysupport/>
- Print Form 44.
- Obtain PI, Department Head, and/or school level signatures of Form 44, as required by each organizational unit.
- Make department copies as necessary.
- Deliver the original Form 44 for SPS- or UDO-administered voluntary support, check(s) and original backup documentation to one of the following locations:
  - SPS -- Room 710, Young*
  - UDO – 3rd Floor, Dauch*

### Section B: If check is received in UDO/SPS:

Expectation: Central Offices will contact the departmental business office if a Form 44 must be prepared or if a Sponsored Program is required for deposit purposes. The Business Office will also receive copies of any correspondence and/or deposit documentation.

#### Action Steps:

- UDO or SPS will contact department to inform that a check has been received in support of department's area.
- UDO or SPS will email supporting correspondence to the department.
- Department prepares Form 44, as promoted by Voluntary Support system.
- Print Form 44.
- Obtain PI, Department Head, and/or school level signatures on Form 44, as required.
- Make department copies, as necessary.
- Deliver the Form 44 with supporting documentation to one of the following locations:
  - SPS -- Room 710, Young*
  - UDO – 3rd Floor, Dauch*

Please hand-deliver all checks.

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