



Transmittal of Other Income Form Instructions

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I. Purpose

- A. Any transmittal of funds that does not have a charitable contribution component should be submitted with a Transmittal of Other Income Form.
- B. This form is the key document that provides the University of Hawai'i Foundation with information necessary to record the income correctly into a Foundation account.
- C. Please attach to the transmittal any pertinent documentation. For example, an event flyer or announcement.

II. Other Income

- A. Other income eligible for deposit must benefit a University of Hawai'i program or activity.
- B. The following funds are considered other income acceptable for deposit into a Foundation account.
 - 1. Certain types of fundraising sale events such as craft fairs, t-shirt, cookbook, and huli huli chicken whose proceeds benefit the university.
 - 2. Membership dues to alumni associations.
 - 3. Sale of educational materials produced and/or purchased with Foundation funds.
 - 4. Reimbursements/refunds for items paid with Foundation funds.
 - 5. Royalty payments generated by Foundation-owned property.
 - 6. Income generated from special events that use university facilities and resources are not eligible for deposit in the Foundation unless:
 - a. The university is reimbursed for the use of its resources; or
 - b. Manoa: A completed copy of the Application and Agreement for Evening and Holiday Use of University Facilities is submitted to the Foundation; or
 - c. Other Campuses: Chancellor provides written authorization is submitted to the Foundation in accordance with university policies.
- C. The following funds are considered other income generally not acceptable for deposit into a Foundation account.
 - 1. Funds of a personal nature or an outside business activity not specifically generate for the benefit of the university.
 - 2. Proceeds from the sale of university owned property.
 - 3. Registration fees for university credit and non-credit courses, workshops, conferences.
 - 4. Reimbursements/refunds for items paid with university funds.
 - 5. Revenues generated from a university event unless it meets the criteria of II B 6.
 - 6. Royalty payments generated by university owned property.
 - 7. Contracts and grants in exchange for specified benefits to the resource provider, i.e., funds that are an exchange transaction are not considered philanthropic.
 - 8. Grants from federal, state, and local government agencies.
 - 9. Any funds of a personal nature or an outside business activity not specifically generated for the benefit of the university.

III. How to Fill Out a Transmittal of Other Income Form

1 & 2	Unit/ Dept submitting Funds:	The unit/department the fund relates to.
	Name and ext# of person to Contact about this form:	The individual who will be the contact person for this event who can answer questions regarding this event. The phone number of the contact.



3	Event or Activity that funds came from:	Title of the event or activity the monies came from.
4	Person's Name	The person's name on check.
5	Purpose/Description	Use these lines to document and/or list any special comments or instructions related to the income. For example, reimbursement, loan repayment, membership dues, proceeds from fundraisers, royalties, publications, etc.
6	Project # to receive the funds	Insert the project number this event will relate to (i.e. account expenses to be taken out, revenues to be deposited into)
7	Project Name	The title of the fund.
8	Object #	Please insert the object code that relates to the monies being deposited. Object codes can be found on the "Object Codes" tab found after the Transmittal of Other Income Form tab.
9	Amount	Amount paid by each payer.
10	Total	The total value of all items on the transmittal.
11	Signature of Account Administrator or UHF Development Staff	Certification of the Account Administrator or UHF Development Staff to the particular project number.