# 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>
<th>PURPOSE OF PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Check one)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sponsor Payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Refund</td>
</tr>
</tbody>
</table>

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

- Original Check #, Req#, PO#, or Invoice #: __________________ |
- Expenditure Type: ______        Supplier (vendor): ______ |
- Explanation: __________________|

**Project Director:** __________________

**Department (ORG):** __________________

**Campus Zip:** __________________

**Contact Person:** __________________

**Phone:** __________________

---

**Payment Received by RF-OGM**

<table>
<thead>
<tr>
<th>Payment Received:</th>
<th>Date Received:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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.