

# Distribution Codes

The FSU Foundation is responsible for maintaining accurate records of all deposits. The distribution code assigned to each deposit (far right column) determines if FSUF enters contributor record information into a maintained database and if a tax receipt is issued. Identify deposits using the following codes.

## **Received for IRS charitable tax purposes (insubstantial return benefit allowed)**

### **502 Contribution**

Gifts from individuals or organizations; also includes group efforts like "friends of," "walk-a-thons," "employees of," etc... and assignment of royalty payments to FSUF from the sale of goods or services. FSUF must issue a receipt declaring any benefit received following IRS regulations for premiums. *Inform FSUF by attaching premium explanation.*

Example- Donor gives \$100 for benefit dinner; if \$75 is the fair market value of the meal (premium-511), \$25 is receipted as a charitable gift (502).

### **521 Grant**

From another organization by official grant. Prior approval from the FSU Office of Research and Sponsored Programs is required if the grant is to benefit a recognized FSU program or department.

### **540 Sponsorship**

Only benefit given is of a non-commercial nature (i.e. name and contact info only; no competitive messaging or coupons are allowed).

Includes event sponsors, game programs, tournament signage, radio spots, etc...

## **Not Received (not charitable by IRS standards)**

### **511 Event Admission/Registration**

Includes camps, clinics, concerts, dinners, festivals, workshops, etc...

### **513 Fundraiser (non-gift)**

Includes raffles, sale of food or other items, tournament/event fundraisers, etc...

*\*FSUF Sponsored Activity Request form may be required in advance of collection.*

### **515 Membership**

Payments for which substantial benefit may be given

### **510 Other Income**

Non-gifts that don't fall into another category