Step 1: Log in with your NetID to your UWF Account at: https://www5.supportuw.org/login.aspx

Step 2: Click "Forms"

Step 3: Click on Gift Deposit

Step 4: Fill in the contact information

Step 5: Click "Create Form" at the bottom

Step 6: Fill in information, using a separate line for each check

Step 7: Print the completed form, then have your supervisor sign on the "Approved by" line.

Make a copy of the Gift Deposit form and check, and route originals to COE Business Services Office, 2630 EH