

DONATION REQUEST FORM

Date

Requested Donation Amount

Name of Organization

Type of Organization

Address

Phone Number

City, State, Zip

Name and Phone Number of Contact Person

Description for which donation will be used:

List of responsible officials:

List total cost and any other funding sources below:

How many will donation benefit?

Signature of Person Requesting Donation

Approved or Denied (circle one)

Approved Amount

Date of Approval

Signature of Approving Officer

Amount of Prior Year Donation