

Finance Division

Purpose: This form is for internal department use only. It can be used for donations given directly to an outside organization or the sponsorship of an event/table with an outside organization.

Payee Information

Payee Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Amount of Payment: _____ Oracle Purchase Order #: _____
Description as to the business purpose of the donation (please attach supporting documentation such as an invoice, email documentation, or personal notes):

Is the payee a not-for-profit organization? Yes No **Note:** In order to determine if the organization is a not-for-profit, please go to www.guidestar.org. If you have specific questions on how to access this information, please contact the Controller's Office.

Requestor Information

Requestor Name: _____ Requestor Dept: _____
Requestor Phone: _____ Requestor Email: _____
Is the individual or organization receiving the donation located outside the United States? Yes No
Please specify where the recipient of the donation is located. Country: _____

Authorization Signature

| | | |
|--|------------------------------|----------------------|
| _____ Requestor's Signature | _____ Title | _____ Date |
| _____ Division ALG Member/Dean Signature | _____ Printed Name | _____ Date |

Please submit this form per the internal routing process of your department. Do not submit to the CFO office or Accounts Payable.