

**DONATION AND SPONSORSHIP REQUEST FORM**

|  |  |
| --- | --- |
|  | |
| **Definitions**  Donation: A voluntary gift to a charity or public institution or to benefit a cause.  Sponsorship: Financial support of an event outside of the University which includes table Sponsorships and/or program advertising or name recognition. | |
| **Type of Expenditure** | **Fund Number** |
| **Amount** |
| **Justification**  To be approved, Donations and Sponsorships must advance the strategic goal of the University. Below, please provide a written justification of the purpose and strategic intent of the Donation or Sponsorship. If additional space is required, please attach supporting documentation. | |
| **Political Donation/Sponsorship**  Will this Donation/Sponsorship support a political party, political action committee, political candidate, or an event where an elected official is a participant? (additional processing required) | |

**Please attach documentation from Donation/Sponsorship recipient that describes the organization or event.**

**Signature of Associate Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**