

SUBSTANTIATION OF DONATIONS AND SPONSORSHIPS FORM

Recipient Organization	
	<u> </u>
Name	
Address	<u> </u>
City, ST, Zip Code	
Amount of Donation or Sponsorship	
<u>Business Purpose</u>	
<u>Departmental Approver</u>	
Signature of Administrator	
Additional Approver (if amount is \$500 or more	1
Obtain one of the following signatures: Regional Dean, Dea	an, Vice President, or President.
Signature	- Date