

Charitable Donations or Contributions Supplemental Form



Use this Form:

- When you are requesting payment for a donation or contribution (e.g. a table at a charity event)

Instructions:

- Enter Expense Information
- Route for required signature(s)
- Upload the completed signed form to the Request for Payment Form in BearBuy

Expense Information:

Name of Charity or Payee:	<input type="text"/>		
Name of Event:	<input type="text"/>		
Event Date(s):	<input type="text"/>		
PO Number:	<input type="text"/>	BearBuy Requisition Number:	<input type="text"/>
*Donation Amount:	<input type="text"/>		

Only enter the specific Donation/Contribution amount you are asking approval for. Please do not include larger numbers that would be contributed over time. If you are making contributions over time, create a new form for each disbursement request.

Approval Signatures for Donations or Contributions:

**If amount is less than \$10,000 only the Executive Director's signature is required. If over \$10,000 the Chancellor must also sign.*

Abby Ellis, Acting Executive Director, Community Relations & Strategic Partnerships

Date

Maureen Gomes · Senior Project Manager, UCSF Chancellor's Office

Date

Sam Hawgood, Chancellor and Toni Rembe Rock Distinguished Professor

Date