

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
- Gather required signature(s)
- Scan the signed form
- Attach to the BearBuy Request Form

Expense Information

Name of Payee or Charity:

Date(s) of Charity Event:

PO Number:

BearBuy Requisition Number:

*Donation/Contribution Amount:

* 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.

If the amount is \$1,000 or less, only the Vice Chancellor's signature is required. If the amount is over \$1,000 the Chancellor must also sign.

Approval Signatures for Contributions/Donation

**Paul Takayama, Assistant Vice Chancellor
Community & Government Relations**

Date

**Sam Hawgood, Chancellor and Toni
Rembe Rock Distinguished Professor**

Date