



Approval on Charitable Donation Given by the University

University Rule 3-100E requires approval of a department’s cognizant vice president, or designee, on any donations to charitable, scientific, or educational organizations exceeding \$1,000.00. Such donations are only permissible if: the organization has a 501(c)(3) status; the mission of the organization is consistent with that of the University; and, the money donated is from a permitted source and not from state, federal, or other restricted funds.

Requester Name: _____

Requesting Department: _____

Amount of Donation: _____

Source of Funds: _____

Purpose/Reason for donation: _____

*****Donations to charitable, scientific, or educational organizations up to \$1,000 only require a departmental approval.**

*****Payments over \$1,000 require approval from the donating department’s cognizant VP.**

Approval signature: _____

Date: _____

Departmental Approval

Approval signature: _____

Date: _____

Donating department’s cognizant VP