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