

Charitable Contributions Required Approvals

To be attached to the Check Request or maintained with the P-Card log or 1180 support.

Benefitting Not-for-Profit Organization: _____

Describe what the contribution is for: _____

(i.e. out-right donation, table purchased for _____

fundraising luncheon, sponsor seminar/ _____

host fees, etc.) _____

Debit the Following:

Account	Center	Amount
62120	_____ - _____ - _____ - _____	\$ _____
62120	_____ - _____ - _____ - _____	\$ _____

Requested By: _____

Department Approval: _____

Dean Approval: _____

Provost Approval: _____

(Required if greater than \$1,000)

Chancellor Approval: _____

(Required if greater than \$25,000)