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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Center</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>62120</td>
<td>------</td>
<td>$</td>
</tr>
<tr>
<td>62120</td>
<td>------</td>
<td>$</td>
</tr>
</tbody>
</table>

Requested By: ____________________________

Department Approval: ____________________________

Dean Approval: ____________________________

Provost Approval: ____________________________ (Required if greater than $1,000)

Chancellor Approval: ____________________________ (Required if greater than $25,000)