



"Creating an excellent  
college experience"

# Donation Request Form

(For a Specific Operation)

Name of Event \_\_\_\_\_ Event Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Expected Participants \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Description of Event (Be Specific)

Please list the specific items and quantities you are requesting to be donated

\*\*All donations have to be paid for out of the specific operation's budget.

Please circle specific operation: If requesting from more than one operation, mark all that are applicable and fill out a separate sheet for each operation.

**The Marketplace, The Junction, The Hub, The Skyroom, Quadside Café, The Quickstop, University Catering, Ag Café, Artist's Block Café and Bakery.**

Applicant Signature \_\_\_\_\_

\*\*If approved, you will be expected to list Dining Services and/or the specific operation as a sponsor on all advertising before and during your event. You will be emailed a logo to use upon approval.

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## **Dining Services Operation Approval:**

Dollar Amount: \_\_\_\_\_

Paying P-Card Holder Name \_\_\_\_\_ Date \_\_\_\_\_

\*\* One copy of all completed, approved, and paid-for donation forms need to be turned in to the Dining Services Office. Another copy needs to be turned in with the P-Card receipt for the donation transaction.