

# DONATION REQUEST FORM

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## Format No.:

For Donation request to be considered, kindly complete this format & return back it to our organization, our donation committee will reviewed & approval or denial by a management representative from our organization.

Thank you.

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Charity / Trust Name:

Address:

Contact Details:

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Date of Event / Activity:

Description of Event / Activity:

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Requested for Donation:

Gift Certificate [                      ]                      Money [                      ]                      Other [                      ]

If other, Specify:

Amount \$: \_\_\_\_\_ Requested

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Interested to promoting our organization? How you will promote?

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### OFFICE USED

Request Approved: YES / NO.

Description of donation approved, if not in amount:

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If in amount,

Amount \$: \_\_\_\_\_ Approved (

Amount \$: \_\_\_\_\_ Paid Amount \$: \_\_\_\_\_

Paid By: \_\_\_\_\_ Paid Through: \_\_\_\_\_

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Approved By: