



**DONATION TO THE COLLEGE**

WHAT has been donated (be specific in your description).

WHAT is the estimated worth of the donation.

WHEN it was received.

WHO donated it to the college? (Name, Address, Phone)  
*(Tax ID Number or Social Security Number and Odometer Reading required for vehicle donations.)*

WHO received the donation (List your name, program or department).

HOW the donation will be used.

Return this form to the Office of the Provost

INTERNAL USE ONLY

Received by: Signature \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledgement Note Sent: Date: \_\_\_\_\_