

DOS CHARITABLE CONTRIBUTIONS REQUIRED APPROVALS

To be attached to expense report

Benefitting Non-Profit Organization: _____

Description of the contribution:

COA string and POET information to be charged and name of department/student organization:

Requested By: _____ **Date:** _____

Dean Approval: _____ **Date:** _____

Provost (or designee) Approval: _____ **Date:** _____
(Donations over \$1,000)