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)