RECEIPT OF DONATION FORM

Instructions:
1. Upon receipt of donation, thank the donor and complete this form.
2. If donation is over $50, submit receipt of evidence to Vice Chair of SOC (evidence can include receipt, presentation of goods or services via photo).
3. Make two copies of receipt – one must be submitted with this form, one to be retained by student organization
4. Documentation of receipt will be sent to donor by Office of Student Senate Accounting or Memorial Union Accounting and Finance Office.

Organization Information

Name: ___________________________ Date of Donation: _______________________
Organization Email: ___________________________@rhodysenate.org

President's Signature: ___________________________ Treasurer's Signature: ___________________________

Donation Information:

Name of Donor: ___________________________ Date of Donation: _______________________
Donor Email: ___________________________@ ___________________________
Donor Address: ___________________________
      Street  City  State  Zip

☐ Monetary Donation of $____________________
☐ Donation of Goods, valued at $______________ (if checked, complete description below)
☐ Donation of a service, valued at $______________ (if checked, complete description below)

Description of Goods or Service:

____________________________________________________________________________________
____________________________________________________________________________________

Do Not Write Below This Line

Signature, Vice Chair, SOC: ___________________________
Signature of Student Senate Accounts Coordinator: ___________________________
Documentation Letter sent to Donor on: ___________________________