



Memorial Student Union, Room 201 • 50 Lower College Road • Kingston, Rhode Island 02881 • T: 401.874.2261 • E: info@rhodysenate.org

## 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: \_\_\_\_\_