

If you wish to make a donation (monetary or otherwise), please complete this document.

Thank you in advance for your donation. It is greatly appreciated.

Memo

## To: Mr. Lee Martin, Director of Athletics From: \_\_\_\_\_ Re: Donation to the (Please list the student organization, that should benefit from this donation.) Please list all of the donations in the space provided (whether monetary or product). The approximate value of the items that were donated is\_\_\_\_\_\_ The **purpose** of the donation is \_\_\_\_\_ If you have any further questions, I can be reached at the following address: Physical Address: Email Address: Contact Number: \_\_\_\_ Approved: Yes □ No□ Director of Athletics Signature:

