

Designated Gift Expenditure Request

Adopted: 4/15/2010; Last Revised: 2/16/2017; Last Reviewed: 2/15/2018

Reference: Gifts and Donations Policy

Requestor's Name:		Date:	
Designated Gift Name:			
Designated purpose as described by the donor, will, or other documentation:			
Description of Expenditure:			
In a few brief sentences, please describe how this expenditure conforms to the designated purpose as described by the donor, will, or other documentation:			
Estimated Project Completion Date:			

Requested Amount	
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Conformance Approval Approved Rejected (Circle one)	
Signature	
Printed Name	
Title	
Date	

All expenditures must comply with the *Financial Policy*