

DONATION/ALLOCATION SUMMARY REPORT

(Page 1 of 2)

Source of Donation/Allocation _____

Purpose of Donation/Allocation _____

Fund/Account Name Donated/Allocated To _____

Date Received _____

Amount of Donation/Allocation \$ _____

Total Purchases with Donation/Allocation (from page 2) \$ _____

*Difference \$ _____

*If the amount spent is less than the donation/allocation, please provide explanation and intended disposition of balance.

Completed by _____ Date _____

Reviewed by _____ Date _____

Any change in authorized purpose must be accompanied by a written authorization from the donor.

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(Page 2 of 2)

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