

HUMBOLDT STATE UNIVERSITY  
CLUBS AND ORGANIZATIONS

**DONATION ACKNOWLEDGEMENT**

**Club Account #** \_\_\_\_\_

This form should be completed by any HSU Club receiving a donation. If the donation is a **check or cash**, submit with completed form to the **Gift Processing Center (SBS 285)**. If the donation is **"in-kind" (a physical product)**, submit this completed form along with proof of value to **NHW (Nelson Hall West) 201B**. The University will send a letter (sufficient for donor's tax purpose) to the organization which made the donation.

DONATED TO: \_\_\_\_\_  
HSU CLUB NAME  
\_\_\_\_\_  
CLUB PERSON TO CONTACT  
\_\_\_\_\_  
PHONE NUMBER

DONATED BY: \_\_\_\_\_  
ORGANIZATION NAME  
\_\_\_\_\_  
MAILING ADDRESS  
\_\_\_\_\_  
CITY, STATE, ZIP CODE

DATE DONATION RECEIVED: \_\_\_\_\_

DONATION DESCRIPTION: *(include value)* \_\_\_\_\_  
\_\_\_\_\_

CASH       CHECK       IN KIND DONATION

DONATION USED FOR: \_\_\_\_\_  
\_\_\_\_\_

---

FOR UNIVERSITY ADVANCEMENT USE ONLY  
REVIEW FOR ACCEPTANCE OR REJECTION

University Advancement       Accept       Reject

Signature / Title: \_\_\_\_\_ Date: \_\_\_\_\_

Upon acceptance, University Advancement will acknowledge the donor and provide written confirmation for tax purposes.