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.