

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
SUBSTANTIATION OF DONATIONS AND SPONSORSHIPS**

Instructions:

Supporting documentation for donations and sponsorships to other organizations must include the information requested below. This information may be provided by reproducing and completing this form and submitting it to Purchasing with an electronic purchase order.

1. IDENTIFICATION OF RECIPIENT ORGANIZATION

Organization: _____

Address: _____

Address: _____

2. COST OF DONATION OR SPONSORSHIP

Amount of Contribution or Donation or Sponsorship: \$ _____

3. PURPOSE

4. DEPARTMENTAL APPROVAL

Signature of Administrator

Date

5. APPROVALS

If the amount exceeds \$500.00, one of the following signatures is required: the School's Regional Dean, the School's Dean, a Vice President, or the President.

Signature

Date