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