



Shop at the store that gives back to WU!

Donation Request

Return to: Washburn University Bookstore
Attn: Donation Request
2100 SW College Avenue
Topeka KS 66621
phone:785-670-BOOK fax: 785-670-1109

NOTE: Request for donation must be received at least 7 working days before the event. PLEASE PRINT.

Today's Date: _____ Event Date: _____ Date donation needed _____

Dept / Organization (no abbreviation, please) _____

Contact Name: _____

Phone: _____ E-mail _____

Event Details: Event Title: _____

Location: _____ Estimated attendance: _____

Description of event (purpose, who is attending, etc) _____

To be approved, donations require a direct and specific benefit to the University. Please explain both:
1. The direct benefit to the University. 2. How the Bookstore will be recognized as a contributor to the event.

Please describe the type of donation requested in detail: _____

Please attach a formal request letter from your organization or department to this form.

Requestor Signature: _____ Date: _____

<p>Approved: _____ Not Approved: _____ By: _____ Date: _____</p>	<p style="text-align: center;">OFFICE USE ONLY - Donation Detail</p> <p>_____</p> <p>_____</p> <p>_____ Total: _____</p> <p>FOAPAL _____ Cashier: Please attach a reprint to this form.</p>
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