### horizontal line**Employee Donation Request Form**

### **[Organization's Logo]**

### **Employee Donation Request Form**

#### **Employee Information:**

* **Name:** [First Name] [Last Name]
* **Department:** [Department Name]
* **Employee ID:** [Employee ID]
* **Phone Number:** [Phone Number]
* **Email:** [Email Address]

#### **Donation Details:**

* **Donation Type:**
  + □ Monetary
  + □ Supplies
  + □ Time (volunteering)
  + □ Other: [Specify]
* **Amount (if monetary):** $[\_\_\_\_]
* **Date of Donation:** [Date]

#### **Purpose of the Donation:**

* **Organization/Individual Receiving Donation:** [Recipient Name]
* **Cause/Project:** [Brief Description]
* **How will the donation benefit the cause?**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

#### **Acknowledgment and Recognition:**

* □ I wish to remain anonymous.
* □ I permit the use of my name in donor recognition materials.

#### **Additional Comments/Instructions:**

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

**Thank You for Your Generosity!**For questions or additional details, please contact:

* **HR Department:** [HR Contact Name & Details]