
Donation Request Form

1. Request Number:

[Auto-generated or Assigned]

2. Date of Request:

[MM/DD/YYYY]

3. Organization/Individual Details:

- **Name:** [Enter name]
- **Contact Information:** [Enter phone number, email, or both]
- **Address:** [Enter address]

4. Purpose of Donation:

- Charity/Non-Profit Support
- Community Event
- Educational Program
- Other: [Specify]

5. Description of Donation Request:

[Provide a detailed description, including the type of donation requested (monetary, items, etc.) and its intended use.]

6. Requested Amount or Items:

[Specify the amount or list the required items.]

7. Deadline for Donation:

[MM/DD/YYYY]

8. Additional Comments or Special Instructions:

[Provide any additional information or instructions.]

9. Attachments:

- Proposal/Supporting Documents
- Event/Program Details
- Other: [Specify]

10. Status (For Office Use Only):

- Approved
- Pending
- Denied
- **Remarks:** [Provide remarks if applicable]