

**SPONSORSHIP, DONATION or NON-EMPLOYEE GIFT EXPENDITURE FORM**  
(form must accompany any request for payment)

Name of Individual, or Organization receiving the Sponsorship, Donation or Gift

\_\_\_\_\_

Relationship to University (employee, family member, non-employee):

\_\_\_\_\_

Category (Sponsorship, Donation or Gift): \_\_\_\_\_

Date given: \_\_\_\_\_

Purchase price or fair market value: \_\_\_\_\_

Description and/or purpose:


\_\_\_\_\_  
Director or Dean Approval  
(For amounts \$5,000.00 or less)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Officer Approval  
(Required for amounts over \$5,000.00)

\_\_\_\_\_  
Date

**Please return completed & authorized form to Finance and Performance Services**

**FINANCIAL SERVICES USE ONLY**

Recipient ID: \_\_\_\_\_

Claimant: \_\_\_\_\_

G/L Account Code: \_\_\_\_\_

Banner Document number: \_\_\_\_\_