

SALISBURY UNIVERSITY

DONATION REMITTANCE REQUEST

Outside donations are permitted only when the RSO is fundraising for a specific cause. The funds raised from the event will be donated to the external organization and other, previous self-generated revenue cannot be added to the funds raised during the event.

Vendor Name:

Vendor Address, line 1:

Vendor Address, line 2:

City, State and Zip Code

SS Number or EIN:

**Completed by Name &
Employee/Student ID#**

Reason for donation:

Donation Amount: \$ _____.

USource(s) to be charged: _____

Spend Category to be charged: **SC0130 – DC00191**

Budget Administrator/PI Signature:

_____ **Date:** _____

Upload completed form in WorkDay as a backup document for the Supplier Invoice Request.