

CORTLAND COLLEGE FOUNDATION, INC.
Designated Donation Request Form

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NOTE: Those individuals who want to request designated funding from the Cortland College Foundation must complete and route this form through the required channels.

Submitted by \_\_\_\_\_ Title \_\_\_\_\_

Dept/Organization \_\_\_\_\_ Phone No. \_\_\_\_\_

Campus Address \_\_\_\_\_

Date of Request \_\_\_\_\_ Amount Requested \_\_\_\_\_ Date Needed \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

**Fund to be charged** \_\_\_\_\_

PURPOSE OF REQUEST (PLEASE ITEMIZE EXPENSES):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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DO NOT USE THE SPACE BELOW - FOR FOUNDATION USE ONLY

The undersigned agrees to the following:

1. To provide the Foundation receipts (if appropriate) which document the expenses made.
2. To publicize when and where possible the source of funding - "The Cortland College Foundation."
3. To return all unexpended funds.

Signature Date

Designated Donation Request Form should be submitted to the appropriate department chair, supervisor or advisor For evaluation and forwarding.

DEPT. CHAIR/SUPERVISOR/ ADVISOR	APPROVE	DENY	DATE
Signature _____	_____	_____	_____
Comment _____			

DIVISION DEAN	APPROVE	DENY	DATE
Signature _____	_____	_____	_____
Comment _____			

VICE PRESIDENT	APPROVE	DENY	DATE
Signature _____	_____	_____	_____
Comment _____			

CORTLAND COLLEGE FOUNDATION Cortland College Foundation Office, Brockway Hall	APPROVE	DENY	DATE
Signature _____	_____	_____	_____
Comment _____			

