

This form is to document donation requests. Requests that are incomplete, unsigned or do not meet the donation criteria will be denied.

Instructions:

1. Entire form must be completed.
2. Provide the form & the request documentation to ajohnston@jcecoop.com

***** If necessary, JCE Coop Staff may request additional information about an organization,**

GENERAL INFORMATION

Office Use Only: Date Donation Received:	Date Donation Requested to be Received on or Before:
Donation Amount Requested: \$	Description of Donation (event & how money will be used; please attach letter)
Requestor's Signature:	

Organization Information

Organization Name:		Organization Contact:	
Address:	City:	State:IL	Zip Code:
Phone Number:	E-Mail Address:		

Office Use Only:

Organization Website:	ITEM ID:	ACCT #:	VENDOR NUMBER:
Approved or Denied:	Amount Approved:	Approval Signature:	Date Approved:
Reason for Denial:			