

Request Form to Provide Donations to or Fundraise for a Registered Not-for-Profit Charitable Organizations

Instructions: Completion of this Request Form including approval from central or school leadership will begin the review process for donations to or fundraisers for a registered tax exempt charitable organization. After written approvals are obtained, the unit should follow the process steps attached. The Business and Finance Office will not proceed without this approved request form and the requested documentation. Procedures are here: <https://www.northwestern.edu/controller/tax/charitable-donations-given-by-northwestern.html>

School/Department Contact: _____

Name of the Registered Not-for-Profit Charitable Organization:

Fiscal Year Proceeds are to be Given: _____ **Donation Amount:** _____

Check One and Provide the Requested Information:

☐ **Donation to a Federally Tax Exempt (501c3) Charitable Organization**

Reason for the donation:

☐ **Fundraise for a Federally Tax Exempt (501c3) Charitable Organization**

Details on the fundraiser activity, including use of University resources (e.g. personnel, buildings, etc.):

Review and Approval Sign-Off & Routing (Please note that an electronic signature with time/date stamp is acceptable and preferred):

Academic or Administrative Department
Leadership Approval

Date

Academic or Administrative VP/Dean's Office
Leadership Approval

Date

Assistant Vice President for Finance
Approval

Date

Please forward required supporting documentation and the completed & signed form to financial-operations@northwestern.edu for final review and approval.