

Donations Audit Trail

*This Donation Process shall be followed on instances in which an organization would like to accept donations, without selling items.

*A Donation Audit Trail is required for all Donation based events held on campus.

*Two Authorized Representatives are required to sign the bottom of the Donation Audit Trail for Dual Custody of the funds Donated

*Should a Donor request to keep the donation confidential, the donar may write "Declined to give" under the name

*Copies of this sheet will need to continue the number count (31,32,33...). There cannot be more than one Donation Audit Trail with the same numbers

	Name of Donor	Amount Donated	Date Donated
1			
2			
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Authorized Representative 1 Print/Sign _____

Authorized Representative 2 Print/Sign _____