

# Donation Confirmation Form

This form is to be used to confirm donations to a College of San Mateo student club or organization. It must be submitted to the Center for Student Life & Leadership Development. Once it has been submitted, the Center for Student Life will provide the Federal Tax ID number directly to the donating company using the contact information provided below.

**Club/Organization Name** \_\_\_\_\_

**Fundraiser Name** \_\_\_\_\_

**Lead Student** \_\_\_\_\_ **Email** \_\_\_\_\_

**G-number** \_\_\_\_\_ **Phone** \_\_\_\_\_

Donating Company: Please complete the below information to verify your donation to the indicated College of San Mateo student club or organization. If you have any questions, please contact the College of San Mateo Center for Student Life & Leadership Development at [csmstudentlife@smccd.edu](mailto:csmstudentlife@smccd.edu) or (650) 574-6141.

**Company Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Please outline what is being donated below:

Quantity	Description	Value	Total
<b>Grand Total</b>			

**Authorized Company Signature**

\_\_\_\_\_

**Date**