

Donation Reporting Form

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

Club/Organization Name _____

Fundraiser Name _____

Lead Student _____ **Email** _____

G-number _____ **Phone** _____

Donating Individual/Company/Organization: Please complete the below information to verify your donation to the indicated CSM student club or organization. If you have any questions, please contact the CSM Center for Student Life and Leadership Development at csmstudentlife@smccd.edu or (650) 574-6141.

Individual/Company/Organization Name _____

Contact Name _____

Individual/Company/Organization Address _____

Contact Phone _____ **Email** _____

Please outline what is being donated below. If products are being donated, please list the estimated value.

Quantity	Description	Value	Total
Grand Total			

_____ **Authorized Individual/Company/Organization Signature** _____ **Date**