DONATION REQUEST FORM

Complete and return this form in-person, by email, or mail:

- Hand deliver to: ECU Dowdy Student Stores (Attention Store Manager), Main Campus Student Center
- Email to: studentstores@ecu.edu (indicate subject line as “Donation Request”)
- Mail to: ECU Dowdy Student Stores, Mail Stop 210, Greenville, NC 27858

NOTE: Request for donations must be received at least 10 business days before the event.

Today’s Date: ____________________________ Event Date(s): ____________________________

Name of Organization (full name with no abbreviations): ___________________________________________

Contact Name: ____________________________________

Phone: __________________________ Email: ________________________________________

Event Details (Title, Description, etc.): ____________________________

Location: ____________________________ Estimated attendance at event: __________

Type and quantity of donation requested (please note all donation types cannot be met and may be substituted by Dowdy Student Stores):

To be approved, donations require a direct and specific benefit to ECU and are based on the current financial budget situation at Dowdy Student Stores. Please explain 1) the direct benefit to ECU; and 2) describe how Dowdy Student Stores will be recognized as a contributor to this event (use additional paper if needed to complete this section and/or attach event agenda, program, etc.):

Date requested donation needed by (requests submitted not within 10 business days before event will not be considered):

FORM MUST BE RECEIVED AT DOWDY STUDENT STORES MAIN OFFICE AT LEAST 10 BUSINESS DAYS BEFORE THE EVENT.

DOWDY STUDENT STORES OFFICE USE ONLY

Date Received at Dowdy Student Stores: ____________________________

Donation Given: ______________________________________________________

Donation inventory adjustment form completed? YES_____ NO _____ Initial and Date: ____________________________

I PICKED UP THE ABOVE ITEM(S) FOR MY ORGANIZATION REQUESTING DONATION:

Print Name: ____________________________ Signature: ____________________________ Date: ____________________________