In-Kind Donation Expense Authorization Sheet

Date:			
Department/Unit:			
Project/Event:			
Submitted by:			
Donor Information			
Donor Name:			
Donor Organization (if applicable):			
Contact Information:			
Donation Details			
Item/Service Description	Estimated Value	Quantity	Purpose/Use
Additional Notes/Justification:			
Additional Notes/Justification.			
Requested by (Signature/Date):			
Approved by (Signature/Date):			