



Special Event/Fundraiser Donation Form

Organizer: _____ Date of Event: _____

Department/Division/Section: _____

Name of Event: _____

- Complete after the special event.
- Attach check or money order from fundraiser to form.
- Fill in all information below.
- "Event Check" refers to the main check from the event from cash.

Nonprofit Organization: _____

Nonprofit Code (four digit code): _____ Total \$ Amount Raised: _____

Check Tracking:

Employee	Amount	Check #
Event Check		
TOTAL	\$	

IMPORTANT: Submit **Special Event/Fundraiser Donation Form** and checks within 5 business days of the event. For additional entries, copy the log form and attach.