SOUTHERN METHODIST UNIVERSITY
DONATION APPROVAL FORM

Request for Approval
Participation/Financial Support/Membership to Non-Profit or Charitable Organizations or to Other Causes

Date _____

Recipient Organization _____

Reason for Requested Participation/Support/Membership _____

_____

_____

_____

SMU Attendees _____

_____

Cost in U. S. Dollars $ _____

Requesting Department _____

Signature of Requestor _____

Printed Name of Requestor _____

_____
Approval Signature of President **Date**

To comply with the following Board resolution, the above must be completed and approved prior to processing requests for donations from University funds.

Resolved that University funds, regardless of their source, shall not be utilized for donations of any kind, including to non-profit or charitable organizations or to other causes. However, on those occasions when, in the opinion of the President, participation by the University in an event will promote the relationship between The University and the community, the President may permit exceptions to this policy. Any exception permitted hereunder by the President shall be in writing and the President shall report annually to the Board the expense associated with permitted exceptions for the preceding year.

Attach appropriate documentation to this approval form and forward to the President's Office for consideration.