

**Collis Center**

*for* **Student Involvement**

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**Donations from Outside Sources**

***COMPLETE THE INFORMATION BELOW, THEN PRINT AND BRING TO 301C COLLIS WITH THE DONATION.***

* Today’s Date:
* Organization:
* Your Name:
* Purpose of Donation:
* If from Dartmouth Alumnus, please provide the Alumnus Name and Class Year:
* Have you sent a thank-you note to the donor:
* Your organization’s chart string:

*Please provided all materials that came with the check, including letters or notes and envelope.*

*We will process the donation through the Gift Recording Office. The donor will receive an official acknowledgment from Dartmouth which will include tax exempt information for the donor's tax records.*