

**DONATION/ALLOCATION SUMMARY REPORT**

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Source of Donation/Allocation \_\_\_\_\_

Purpose of Donation/Allocation \_\_\_\_\_

Fund/Account Name Donated/Allocated To \_\_\_\_\_

Date Received \_\_\_\_\_

Amount of Donation/Allocation \$ \_\_\_\_\_

Total Purchases with Donation/Allocation (from page 2) \$ \_\_\_\_\_

\*Difference \$ \_\_\_\_\_

\*If the amount spent is less than the donation/allocation, please provide explanation and intended disposition of balance.

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\_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Any change in authorized purpose must be accompanied by a written authorization from the donor.

