

Subject: Donations	Author: Kerry Kohl
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Last Revision:	Revised By:
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Donations of cash made to charitable organizations and non-profits may be made when deemed appropriate. All donations shall be funded from discretionary programs.

All requests of cash donations shall be submitted on a Payment Request form and will be paid to the charity/non-profit directly by the University. All requests shall be approved by the departmental Dean, Vice President or Chair.