

SENSITIVE EXPENDITURE FORM

Donation approval form

A donation is a payment (in money or by way of goods or services) made voluntarily and without expectation of receiving goods or services in return. It is not a gift or token of appreciation.

Name of party receiving donation:

Amount of donation:

Purpose of donation:

Department incurring expense:

Account code:

Other information for approvers:

APPROVALS

HOD/Manager

Date:

Dean

Date:

PVC/Director

Date:

VC (All donations must be approved by the Vice-Chancellor)

Date: