



# WESTERN ILLINOIS UNIVERSITY

## CATERING & EVENT SERVICES

### Donation Request Form

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip code*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Reason for Donation:

\_\_\_\_\_  
What impact are you expecting this to have on the university and/or our students?

\_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_

When completed, please email this for to [catering@wiu.edu](mailto:catering@wiu.edu) and we will review upon receiving. As we receive a lot of donation requests, please understand that all requests will be considered; however, not all requests will be approved.

Thank you for your understanding!