**DONATION / SPONSORSHIP REQUEST** A cartoon of a person wearing a sombrero holding a tray of food

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **Requester’s Name:** | | |
| **Today’s Date:** | | |
| **Organization Name:** | | |
| **501 c3 number:** | | |
| **Address:** | | |
| **City:**  **State:** **Zip:** | | |
| **Is this request in exchange for advertising of Garcia’s Kitchen (Please note we do not give cash donations)?** **If yes, please describe:** | | |
| **Please give a brief description for the purpose of your request:** | | |
| **Date Needed:** | | |
| **Contact Phone:** **E-mail:** | | |
| **Signature: Date:** | | |
| **Please contact our office at 505-242-3211 with any questions, or email vicki@garciaskitchen.com**  **OFFICE INFORMATION**: | | |
| Total Retail Value of Donation: | |
| Itemized Retail of Donation: | |
| Account Number to be Charged # 204 Advertising #205 Marketing #207 Donation | |
| Vicki’s Authorization: Date: | |
|  | |
| Date Submitted to Accounting: Date Contacted Recipient: | |
| Signature for donation pickup: | Date of donation pickup: |
|
|  |  |

2023 ZZ Donation Request Form 7-8-23