

## Purpose Statement Form

For establishing a restricted departmental account

**This form must be completed by the individual requesting the creation of a restricted departmental account. Before a Gift-in-Kind can be accepted, signatures from the Requestor, Department Chair, and Dean are required.**

### PURPOSE OF ACCOUNT

This account is intended to receive donations and other forms of funding in support of the [Department / Program Name], including specific initiatives such as [optional: specific programs or goals].

DESCRIBE THE PURPOSE OF THIS ACCOUNT

### TYPES OF FUNDRAISING, DONATIONS, OR GIFTS

May include:

- Payroll deduction
- Cash donations
- Equipment or supply donations

### USE OF FUNDS

Funds from this account may be used to support the program and its students as follows:

- Equipment, consumables, or instructional supplies
- Student travel for academic or professional development
- School supplies (e.g., lab coats, notebooks, safety gear)
- Printing and publication costs

DESCRIBE THE INTENDED USE OF FUNDS

*Note: Please list any current grants or additional funding sources supporting similar activities.*

CURRENT GRANTS OR ADDITIONAL FUNDING SOURCES

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**FOUNDATION SUPPORT INCLUDES**

- Receiving and processing donations
- Managing administrative and reporting tasks
- Issuing tax-deductible receipts and donor thank-you letters
- Disbursing funds and making program-related purchases

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**AUTHORIZATIONS**

The Requestor, Department Chair, and Dean signatures below are required before this restricted departmental account is established.

**Requestor**

PRINTED NAME

SIGNATURE

DATE

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**Department Chair or Program Lead**

PRINTED NAME

SIGNATURE

DATE

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**Dean or Division Supervisor**

PRINTED NAME

SIGNATURE

DATE

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