

Donations Tracking Form

Please provide the following information prior to donating any department or lab materials. See [Guidelines for Donations by Stanford Departments or Labs in Support of the Fight against COVID-19](#) for more details.

Name of the department or lab donating the items:

Name of organization receiving the items:

Donation date:

Itemized list of the donated items and their values:

Item	Value
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Funding source for the purchase of the donated items:

The purpose for the donation (please include a reference to COVID-19):

Signature of person asking to make donation:

Signature

Printed Name

Date

Signature authorizing the donation by the head of the department or lab:

Signature

Printed Name

Date

Confirmation by RMG or ORA that this donation is permitted under the sponsoring award:

Signature

Printed Name

Date

Copies of this completed form should be retained in department or lab files, and sent electronically to the Controller's Office: Karen Cordeiro, Controller, at kcordeiro@stanford.edu.

If you have any questions, please contact Susan Weinstein at slw@stanford.edu.