

LEISZLER OIL CO., INC. CONTRIBUTION REQUEST FORM

***This form must be filled out completely and legibly by the organization in order for the request to be given serious consideration.

Fax number: 785-632-6009, email: donations@leiszler.com, or mail to Leiszler Oil Co, Inc. Attn: Contributions Committee 8228 South Port Drive Manhattan, KS 66502 Form Rev 9.13.17



Store Name: Store #:
Store City

Event/Organization Name (no abbreviations):

Purpose/mission of the organization:

Tax Exempt 501(c)3 : Yes or No Contact Person:

Phone # with area code: E-Mail Address:

How will the donation be used:

Date of Event: Ad/Sponsor Deadline: E-mail Ad/Logo to:
(Must be a minimum of 20 business days prior to date of event.)

Logo placement:

Check payable to:

Mail contribution to:
Name Address 1

Address 2 City, State Zip

Enter quantity of item(s) requested: *(please specify the item and the specific amount you are requesting)*

<input type="text"/>	Drink coupons	<input type="text"/>	Discount on gift cards
<input type="text"/>	Raffle Item	<input type="text"/>	\$10 gift card
<input type="text"/>	Bag(s) of ice – Pick up Date/time: <input type="text"/>	<input type="text"/>	\$25 gift card
<input type="text"/>	Which Wich - Pick up date/time: <input type="text"/>	<input type="text"/>	\$50 gift card
<input type="text"/>	Pizza – Pick up date/time: <input type="text"/>	<input type="text"/>	\$ Cash
<input type="text"/>	Donuts – Pick up date/time: <input type="text"/>	<input type="text"/>	Supplies
<input type="text"/>	Box of Joe - Pick up date/time: <input type="text"/>	<input type="text"/>	Sponsorship/Ads

Other:

COMPLETED FORM SERVES AS RECEIPT FOR TAX PURPOSES

Process date:	<input type="text"/>	Vendor name:	<input type="text"/>	<input type="text"/>
Employee initials:	<input type="text"/>	Vendor #:	<input type="text"/>	<input type="text"/>
Population:	<input type="text"/>	Account #:	<input type="text"/>	<input type="text"/>
Previous Year:	<input type="text"/>	Store #:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Account Period:	<input type="text"/>	Approved by: <input type="text"/>