



## Society of Hispanic Professional Engineers

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Date: \_\_\_\_\_

SHPE Tax ID: 72-1549994 \_\_\_\_\_

### Donor Information

Company/Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Donation Information

Date donation expected: \_\_\_\_\_

Donation Amount: \_\_\_\_\_ Processing Fee Deducted\*: \$ \_\_\_\_\_

Purpose of Donation:  Chapter Support     K-12 Outreach Activities     Noche de Ciencias  
 SHPR Jr. Chapter     Other

Purpose of Donation: (Describe) \_\_\_\_\_  
\_\_\_\_\_

Name of Chapter in Receipt of Donation: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### \*Procedure for Administrative Fee for Donations

An Administrative Fee will be applied to all donations. If the donation is under \$5,000 the fee will be \$50.00. If the donation is over \$5,000, the fee will be \$100.00. If the donation is designated for scholarships, the administrative fee will be 10% of the total. This fee will be used to cover the costs of processing the scholarship applications, review, and collection of additional information from the scholarship applicants. If the donation is designated to start a program, the administrative fee will 10% if the donation is less than \$5,000. If the donation is over \$5,000 the fee will be calculated on a case-by-case basis.