

[UNIVERSITY NAME]

Alumni Association

DONATION INVOICE

DONOR INFORMATION

[Donor Full Name]

[Alumni ID / Class Year]

[Street Address]

[City, State, Zip Code]

[Email Address]

INVOICE DETAILS

Invoice #: [000000]

Date: [Date]

Tax ID: [00-0000000]

Payment Status: [Pending/Due]

Description of Contribution / Fund Name	Amount (USD)
[e.g., General Scholarship Fund Contribution]	\$0.00
[e.g., Annual Alumni Excellence Fund]	\$0.00
[e.g., Departmental Equipment Grant]	\$0.00

Total Donation Amount: \$0.00

PAYMENT INSTRUCTIONS

Checks should be made payable to: **[University Name] Alumni Association**

Memo: [Invoice Number / Fund Name]

Mailing Address: [Finance Office Address, City, State, Zip]

Thank you for your generous support of the [University Name] community.

As a registered 501(c)(3) non-profit organization, your contribution may be tax-deductible. Please consult your tax advisor.