



Employee Donation Request Form

Valero may make an annual contribution ***per dependent child in grades K-12*** of up to \$250 to a school or organization involving an employee’s child. Please be aware that the donation must be applied toward the fundraising efforts for the entire school or organization and is not to be used towards tuition, registration fee, travel expenses, and/or uniform fees on behalf of your child.

The following documentation is required:

1. **Valero Charitable Setup form-**
 - Required annually even if the agency is already in our system.
 - Must be completed & signed by an agency representative - not by a Valero employee
 - Must be signed & dated in writing - electronic signatures are not acceptable.
2. **IRS Tax Determination letter-**
 - The school/ organization must submit a copy of the letter confirming their tax status
 - Sales Tax Exempt or W-9 forms are not acceptable.
3. Employee must submit all completed forms with original signatures by email as a pdf file or by fax to 345-2103 for consideration. All forms must be signed & dated in writing and not by electronic signature. Upon approval, employee donation will be processed in 7-10 business days.

Employee Name: _____ Ext. _____

Dept: _____ Mail Station: _____

Child’s Name: _____ Child’s grade: _____

Organization Name: _____

Fundraising Goal: _____

Fundraising Purpose: _____

Signature: _____ Date: _____

To be completed by Community Relations:

Approved/ Denied: _____ Reason Denied: _____

Amount Approved: _____ 501(c)(3) status: _____

Vendor Name: _____ Vendor #: _____

Signature: _____ Date: _____