



HOW TO REQUEST A SPONSORSHIP OR DONATION

We've been getting quite a few inquiries about sponsorships and donations. Here's how the process works...

1. Complete of a **Sponsorship Intake Form** and submit to your Manager for approval. Include any related documents or brochures where necessary.
2. Enter into Concur for a PO. Reference the image below to enter the information in the appropriate field. Upload Sponsorship Intake Form and accompanying documents. See file titled **"How to Create a PO for Contributions"** for details on requesting a PO and selecting best PO fields.
3. If the organization/recipient is not yet in Concur, request a W-9 and ask Melody McMurry or Josh Olona add them as a vendor. Include whether they are in CECO or WECO territory.
4. The PO will be sent to James Haselhofer and Matt Benz for approval. Once approved, you will be emailed a PO number from Concur. Take that PO number and email a request to Melody McMurry to cut a check cut for the requested charity.

CARSON
OUR CUSTOMERS • OUR PEOPLE • OUR COMMITMENT

SPONSORSHIP & DONATION REQUEST FORM

Submitted By: Michael Sault | On Behalf of: Dwight Shute | Date: 10/09/2018

Name of Group or Organization: Shute Farms

Group Contact Name: Pat Boney | Email: jolsa@shute.com | Phone: 503-555-5555

Description of Service or Activity: Purchase of 4th hog

How Will Our Proceeds Be Utilized?: Under Miflin is credited with helping a child earn tuition

Describe the Relationship to Carson: Shute Farms is a quality consumer of paper products

Amount Requested: \$1,800.00 | Date Requested: 10/10/2018 | Additional Documents: Yes

SUBMISSION PROCESS

1. Submissions should only come from a manager or supervisor.
2. Submit the request at least one month before you require a response.
3. Completely fill out this form. Be as specific as possible. The more we know the faster this goes.
4. If possible, return all pertinent information to a single email including this document plus any necessary attachments or links to ad space diagrams, submission forms, price sheets, etc.
5. If there are a range of options for a donation or sponsorship, be sure to indicate your preferred level of participation.

New Item

Policy: Carson PO Payment Request Pt

Type: Goods

Vendor: SUTHERLIN HIGH SCHOOL BASEI
EUGENE, OR 97402
jolona@carsonteam.com

Expense Type: 8130-000 Contributions

Business Entity: 1 (010) WECO

Site: 2 (0046) Sutherlin Admin

Name Category: (Charity Contribution) 05

Sub-Category: Branch

Detail: Local

Description: Baseball Jersey's

Item No:

Quantity: 1

Unit Price: 500

Currency: USD-US, Dollar

Total: 500.00

Needed By:

Unit Of Measure: Each

Notes To Supplier:

2		
3		
4		
5		
6		
7		
8	Vendor	Charity Name
9		
10		
11		
12		
13		
14	Expense Type	Contributions
15	Bus Entity	Company
16	Site	Branch/Division
17	Name Category	Charity Contribution
18	Sub-Category	Branch or Corporate
19	Detail	Type of Charity
20	Description	More detail
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

TITLE -

Save Cancel

Sheet1

Last Updated 1/10/2022

800.998.7767 503.224.8500 503.224.2456

3125 NW 35th Avenue, Portland OR 97210

CarsonTeam.com