



2601 Underwood Road  
La Porte, TX 77571  
P: 281.470.7900  
F: 281.470.7799  
donations@gringosmexicankitchen.com

# Donation Request Form

Requests must be submitted at least 3 weeks in advance of your event. A copy of the organization's tax exemption form and letterhead must accompany this form.

Type of Request:

- Gift Certificate
- Food
- Monetary Sponsorship
- Other \_\_\_\_\_

Date Submitted \_\_\_\_\_

Name of Organization \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Tax ID# \_\_\_\_\_

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

Contact Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Your Organization's Mission \_\_\_\_\_

Purpose for the Donation \_\_\_\_\_

**Fax to 281.470.7799**

**Email to [donations@gringosmexicankitchen.com](mailto:donations@gringosmexicankitchen.com)**

**For Internal Use Only:**

Gift Certificates Amount \$ \_\_\_\_\_

Date of Review \_\_\_\_\_

Food \_\_\_\_\_

Other \_\_\_\_\_

Decline

Corporate Representative \_\_\_\_\_

Notes: \_\_\_\_\_