



2601 Underwood Road

La Porte, TX 77571

P: 281.470.7900

F: 281.470.7799

donations@gringosmexicankitchen.com

# Donation Request Form

Requests are reviewed every 2 weeks. 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 \_\_\_\_\_

Item(s) Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fax to 281.470.7799**

**Email to donations @ gringosmexicankitchen.com**

**For Internal Use Only:**

- Gift Certificates Amount \$ \_\_\_\_\_
- Food \_\_\_\_\_
- Other \_\_\_\_\_
- Decline \_\_\_\_\_

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

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

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