BYU – College of Life Sciences Dean’s Office
Donation Routing Form

Donation Received from: ________________________________     Date: ________________
Method of Receiving Funds (mail, hand delivered): ________________________________
Donor (Payer) Name on Check: ___________________________________________________
Amount: _________________________________
Operating Unit Name: ___________________________________________________________
Operating Unit: ________________________________________________ - 4200 - 00000
Philanthropies notified to pick up check by: _______________________    Date: ___________
Check picked up by Philanthropies by: ___________________________  Date: ___________

Instructions: Please make arrangements to forward this form, the check, and the check’s envelope to Kaly Rader.

Kaly Rader
Philanthropies | Executive Assistant to Tanise Chung-Hoon
1450 N. University Avenue, 308E | Provo, Utah 84604
Work: 801-356-5330 | Cell: 801-400-3050
kaly_rader@ldschurch.org

Note: Kaly’s team prefers to send a representative over to pick up the check and information. Prior to giving the information to them, please make copies of this form, the check, and the envelope, then forward the copies to the college controller for tracking purposes.