

**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.*