

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

Donation Received from: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Receiving Funds (mail, hand delivered): \_\_\_\_\_

Donor (Payer) Name on Check: \_\_\_\_\_

Amount: \_\_\_\_\_

Gift Driver Worktag Description: \_\_\_\_\_

Gift Driver Worktag: \_\_\_\_\_ - RC4201 - 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 Rashelle Buchanan.

Rashelle Buchanan  
Philanthropies | Executive Assistant to Tanise Chung-Hoon  
1450 N. University Avenue, 308E | Provo, Utah 84604  
Work: 801-356-5330 | Cell: 801-652-8520  
[rashelle@churchofjesuschrist.org](mailto:rashelle@churchofjesuschrist.org)

**Note:** *Rashelle’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.*