



SPONSORSHIP & DONATION REQUEST FORM

Western Equipment is committed to supporting many charitable organizations and events. If you are interested in requesting a donation or sponsorship from Western Equipment, please fill out the form below with all of your information. Please return the completed form to the location nearest you or you can email it to ksouth@westernequipmentllc.com.

Donation or Sponsorship? (circle one)

DATE: _____, 20_____

Company/Individual Requesting Donation or Sponsorship:

Amount Requested:

\$

Reason for Request (Event Name, etc.):

If Sponsorship, what is included for cost? Please check/list all that apply.

Media Advertising (newspaper, radio, web, etc.)

Please list: _____

Sign Advertising (signs, direct mail, tshirts/promotional items, banners, etc.)

Please list: _____

Event Advertising (name mentions, etc.)

Please list: _____

Participation Fee Waivers (event tickets, entry forms, etc.)

Please list: _____

Notes/Payment Instructions /Address for Check

FOR OFFICE USE ONLY

Sponsoring Store:		Sponsoring Department (if applicable):
____ Clinton	____ Altus	____ Sales
____ Weatherford	____ Woodward	____ Parts
____ Hobart	____ Childress	____ Service
____ Alva	____ Amarillo	____ All Departments

Account #	Amount Approved:
_____	\$ _____
Approval Signature:	Date:
_____	_____

Note: Prior to being sent to payables, the form must be approved/signed by a store manager.