

# Eureka County Commissioner Donation Request Form

Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Person or Organization receiving the Check: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Donation Request Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Needed for the Event: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

*(Must include detailed event budget with Request Form)*

Describe Who/What will benefit from the donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any other donations already received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please submit this completed form to the Clerk Recorder's office either in person or via email  
([CountyCommission@eurekacountynv.gov](mailto:CountyCommission@eurekacountynv.gov)) five days prior to the Commission meeting .

Please include the donation request and the detailed budget information.

Within 60 days after the event all receipts must be turned into the Comptroller's Office and all unused funds must be reimbursed to Eureka County.