



# Panera Bread

## D O N A T I O N   R E Q U E S T   F O R M

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of organization: \_\_\_Charitable Foundation \_\_\_School \_\_\_Church \_\_\_Other: \_\_\_\_\_

Is your organization a 501(c)(3) Tax Exempt Organization? \_\_\_Yes \_\_\_No

If yes, please include Federal ID number: \_\_\_\_\_

What are you requesting for donation? \_\_\_Product \_\_\_Gift Certificate

If requesting product for donation, how many people will you be feeding? \_\_\_\_\_

What type of product are you requesting? \_\_\_Breakfast \_\_\_Lunch \_\_\_Dinner \_\_\_PM Pastries

If requesting a gift certificate, what amount are you seeking? \$\_\_\_\_\_

What is the date of your event? \_\_\_\_\_ Time: \_\_\_\_\_

What is the location of your event? \_\_\_\_\_

What is the purpose of your organization? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the nature of the event in which you are requesting a donation for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*All Donation requests must be received three weeks in advance. You will be notified within two weeks as to whether or not we will be able to fulfill your request. For any other inquiries, please follow the instructions on the attached page. Thank you for your request.*

**For office use only.**

Date received: \_\_\_\_\_

\_\_\_Approved \_\_\_Denied

Contact made on \_\_\_\_\_ with \_\_\_\_\_

Retail Value: \$ \_\_\_\_\_

Nature of Donation: \_\_\_\_\_

GC# \_\_\_\_\_