

**United Linen & Uniform Services  
Sponsorship/Donation Request Form**

Please complete and return this form along with documentation of 501(c)(3) status\* to:  
United Linen and Uniform Services – Marketing Director  
PO Box 458, Bartlesville, OK 74005 Or Fax: 918-336-0413

Name of organization requesting donation: \_\_\_\_\_

Explanation of organization's mission/focus:

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

Description of donation requested:

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

Date donation needed: \_\_\_\_\_

Do you receive funds from the United Way? \_\_\_\_\_

Is your organization religiously based? \_\_\_\_\_

Is your organization non-profit? \_\_\_\_\_

Does your organization have an account relationship with United Linen & Uniform Services? \_\_\_\_\_

Will United Linen & Uniform Services receive anything tangible or intangible in exchange for the donation? (tickets, advertising, mention, etc.) \_\_\_\_\_

**Contact information:**

Telephone: \_\_\_\_\_

Address:

E-Mail: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of person requesting donation

\_\_\_\_\_  
Printed name

*\*Educational institutions are not required to show proof of 501(c)(3) status*

If your contribution is approved, a check request generally takes up to two weeks to process. Since our annual budgeting occurs in the last quarter of each year, we may or may not have funding in our discretionary budget to assist you this year. We will notify you by mail if we are unable to help.