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| **Donation Invoice Form**  **Office of Community Engagement, Equity and Belonging**  1585 Massachusetts Avenue  CEEB Office, WCC 3039  Cambridge, MA 02138    [HLS Organization Name]  [HLS Treasure/Contact Person] |  |

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| Donation Invoice No. [00000] | Date [01/01/2022] |

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| Donor information | Donor Notes |
| [Name] [Street Address] [City, ST ZIP Code] | [Add additional instructions] |

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| --- | --- | --- |
| Description/title | Form of Donation | Amount of donation |
| [Gold Level Sponsorship] | [Check, Credit Card, Wire] | [$0.00] |
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Please make all checks payable to **Harvard University Presidents and Fellows of Harvard College** and include [SO/SJ Name] in the memo section. Please checks to the following address:

HLS Office of Community Engagement, Equity and Belonging

3039 Wasserstein Hall

1585 Massachusetts Avenue,

Cambridge, MA 02138

For payments via wire transfers, please follow the bank wire instructions and routing information found [**here**](https://hls.harvard.edu/wp-content/uploads/2022/09/Bank-Wire-Instructions.pdf). In the “Add Gift Designation” section of the memo, please write [SO/SJ Name].

If you have any questions concerning this invoice, please contact [SO/SJ Treasurer], [Contact information]

**Thank you for your support!**