



COSCA DONATION FORM

Date: _____
 Name of Donor: _____
 Amount Donated: _____
 Php _____
 Check No. _____

Donation to be credited to the following COSCA accounts (please encircle number of choice):

1. CDP Gawad Kalinga (GK) Village project-Baseco (Account No. 600-802-524);
2. Disaster and Relief Fund (Account No. 600-165);
3. Other (please specify) _____

Process:

1. Accomplish this form in Duplicate (one copy for COSCA and another for DLSU Manila Accounting Office);
2. Proceed to DLSU Manila Accounting Office Cashier Window;
3. Present the COSCA DONATION Form, together with the cash or check donation to the cashier on duty;
4. Ask cashier to provide two(2) receipts (yellow and white);
5. turn over yellow receipt to COSCA; and
6. Ask COSCA for Donation Acknowledgement Letter.



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