Instructions to Make Online Donation for UA Formula SAE

Revision: 2

1. Go to www.ua.edu

2. Select Give.

3. Select Make Gift Online

4. In the “Where would you like your gift directed?” section, select College of Engineering

   *Where would you like your gift directed?
   College of Engineering

5. In the “Account” section, select Mechanical Engineering Gift Fund

   *Account:
   Mechanical Engineering Gift Fund


   Donation Code:
   What’s this

7. In the “Gift/Pledge Type” section, select One Time Gift
8. Click the “Continue” button

9. Select the donation amount

10. Enter all information

11. Click the “Submit Your Gift” button

12. Select payment method and enter payment information

13. Email alabamafsae@gmail.com indicating the company or person the donation was given from and the amount given. All funds for the Mechanical Engineering Department enters the same account. The Formula SAE team must provide proof that funds were donated to the team so that it can be properly allocated. The easiest way to achieve this is to provide a simple email message indicating where the donation came from and how much was donated towards the team.
If there are any questions, please email alabamafsa@gmail.com. A member of the team will reply to the email as quickly as possible.
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<th>Rev</th>
<th>Date</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>2015/11/13</td>
<td>Initial release.</td>
<td>C. New</td>
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<tr>
<td>2</td>
<td>2016/09/30</td>
<td>Revised pictures for step 2 and 3.</td>
<td>C. Frederick</td>
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<td>Added letter head.</td>
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