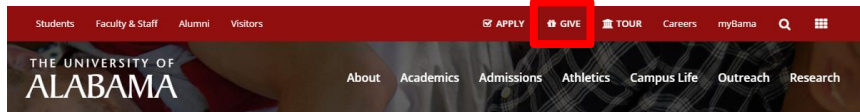


Instructions to Make Online Donation for UA Formula SAE

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?**

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

***Account:**

6. Leave “Donation Code” section blank

Donation Code:

 [What's this](#)

7. In the “Gift/Pledge Type” section, select One Time Gift

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Formula SAE Team Captain
Crimson Racing
The University of Alabama

***Gift/Pledge Type**

One Time Gift ▼

8. Click the “Continue” button

Continue

9. Select the donation amount

You have elected to make a One Time Gift or Pledge Payment to the Mechanical Engineering Department

*Please select your gift amount: [select amount] ▼

10. Enter all information

11. Click the “Submit Your Gift” button

Submit Your Gift

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 enter 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.

Attention: Formula SAE
245 7th Ave.
359 H.M Comer
Tuscaloosa, Alabama 35487-0276
(205) 348-4794
FAX (205) 348-6419
alabamafsae@gmail.com



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If there are any questions, please email alabamafsae@gmail.com. A member of the team will reply to the email as quickly as possible.



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Rev	Date	Description	Approved By
1	2015/11/13	Initial release.	C. New
2	2016/09/30	Revised pictures for step 2 and 3. Added letter head.	C. Frederick



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