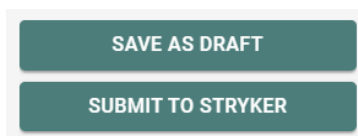
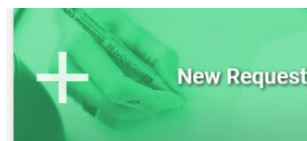


# Submitting a donation request



Charitable donation requests include community giving, indigent care, mission trips, patient education, and public education. The below outlines how to submit a charitable donation in GRT.

- 1 Go to <https://GlobalRequests.steeprocksinc.com/> and sign-in using your login credentials.
- 2 From your home screen select the “new request” button.  
(*Note: A new screen will appear*).
- 3 Under the summary section of the application, select “charitable donation” as the request type.
- 4 Follow the instructions on the submission page to ensure that all required fields are completed.
- 5 Upload the following documentation that is required to complete the donation submission.
  - Institution’s board of directors
  - Detailed agenda or brochure
  - Letter of request
  - Budget information
- 6 Enter the correct payment information.
- 7 Check to verify that all your request information is correct and then submit your request by clicking “submit to Stryker” button on the lower left-hand corner.



- 8 Your request will now be listed on your homepage as “Submitted.” The display section of your home screen will list your current requests and note where further action is required.



**Remember,** you can select “save as draft” at any time during the submission process.

