

The Chinese University of Hong Kong

Memo to Seek Approval for Acceptance of Donations

From:

Name: Prof. Anthony T.C. Chan
 Title: Master
 Department/ Unit/
 Centre/Institute: Wu Yee Sun College
 Date: _____

To: Office of Institutional Advancement

This is to seek the approval by the Council via Administrative and Planning Committee for acceptance of this donation:

Donor name: ☐ Personal donation (Prof./Dr./Mr./Ms./Mrs.) ☐ Organization Donation

English: _____

Chinese: _____

☐ Donor wishes to remain "Anonymous"

Is donor a CUHK alumnus: ☐ Yes (Graduation year: _____ Major: _____)
☐ No

Name on donation receipt: ☐ Same as donor name ☐ Others (please specify) _____
☐ Donation receipt is not required

Donation amount: HK\$ _____ / foreign currency: _____
☐ One-off ☐ Installments (please provide details): _____
☐ Donation-in-kind

Donation purpose and beneficiary unit: _____
☐ Apply for Research Matching Grant Scheme (RMGS)

Account to deposit the donation:

☐ Existing project account ☐ To create a new project account*
 Project name: _____ Project name: _____

Project code: _____ Research project: ☐ Yes ☐ No
 Start date: _____ End date: _____

Contact person for this donation:

Name: _____ Tel. no.: _____ Email: _____

Checklist for supporting documents to be attached with this memo (please provide as much information as possible):

- | | |
|--|--|
| <input type="checkbox"/> Cheque (cheque no.: _____) / Bank-in slip
(copy to OIA and original to Donations and
Projects Management Unit of Finance Office). | <input type="checkbox"/> Donation form |
| Other payment methods (please specify): _____ | <input type="checkbox"/> Correspondence with donor |
| | <input type="checkbox"/> Proposal submitted to donor |
| | <input type="checkbox"/> Agreement signed with donor |
| | <input type="checkbox"/> Budget |

For RMGS only

☐ Donor Written Consent

☐ Application Form

Undertaking by Budget Holder

- ☐ I undertake to declare that I have no actual/potential conflict of interests in soliciting of donation and/or procurement of goods/services related to this donation. I have also explicitly requested staff of my unit involved in procurement to declare actual/potential conflict of interests and no such declaration is received.

 Name/Title

 Signature

Endorsement

Endorsed by Master of Wu Yee Sun College

 Signature

c.c. Ms. Adriane Tang, Senior Finance Manager, Payroll and Superannuation Unit, Finance Office (w/encl)

For enquiries, please contact Miss Morica Mok of Office of Institutional Advancement at 3943 1743 or by email moricamok@cuhk.edu.hk.

* Finance Office may require further documents in setting up the new project account, and will contact you as and when needed.