

# The Chinese University of Hong Kong

## Memo to Seek Approval for Acceptance of Donations

**From:**

Name: Prof. Nick Rawlins  
Title: Master  
Department/ Unit/  
Centre/Institute: Morningside 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). Other payment methods (please specify): _____	<input type="checkbox"/> Donation form <input type="checkbox"/> Correspondence with donor <input type="checkbox"/> Proposal submitted to donor <input type="checkbox"/> Agreement signed with donor <input type="checkbox"/> Budget	<div style="border: 1px solid black; padding: 5px;"><u>For RMGS only</u> <input type="checkbox"/> Donor Written Consent <input type="checkbox"/> Application Form</div>
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**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 Morningside College

\_\_\_\_\_  
Signature

c.c. Ms. Monica Yuen, Senior Financial Manager, Accounting Operations and Systems 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](mailto: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.