The Chinese University of Hong Kong

Memo to Seek Approval for Acceptance of Donations

From: Name: Title: Department/ U Centre/Institut Date:	<u>Maste</u> Jnit/ C.W.	Wong Suk-ying r Chu College	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 English:	e: 🗆 Personal	donation (Prof./Dr./Mr./Ms./Mrs	s.) 🗆 Organiz	ation Donation
Chinese:				
Donor wishes to remain "Anonymous"				
Is donor a CUHK alumnus:		☐ Yes (Graduation year: ☐ No	Majo	pr:)
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 accou				
Project code:			Research project: Yes No Start date:End date:	
Contact person for this donation:				
Name:		Tel. no.:	Ema	ail:
Checklist for supporting documents to be attached with this memo (please provide as much information as possible):				
□ Cheque (copy t Project	Cheque (cheque no.:) / Bank-in slip		 Donation form Correspondence with donor Proposal submitted to donor Agreement signed with donor 	
			□ Budget	
 Undertaking by Budget Holder □ I undertake to declare that I have no actual/potential conflict in soliciting of donation and/or procurement of goods/serv to this donation. I have also explicitly requested staff involved in procurement to declare actual/potential conflict and no such declaration is received. 			rvices related f of my unit	Endorsement Endorsed by Master of C.W. Chu College Signature
				Signature
	Name/Title		Signature	

c.c. Ms. Polly Wong, Senior Finance Manager, Financial Planning Unit, Finance Office (w/encl)

For enquiries, please contact Miss Morica Mok of Office of Institutional Advancement at 3943 1743 or by email <u>moricamok@cuhk.edu.hk</u>. * Finance Office may require further documents in setting up the new project account, and will contact you as and when needed.