

The Chinese University of Hong Kong

Memo to Seek Approval for Acceptance of Donations

From:

Name: Prof. Yeung YAM
Title: Master
Department/ Unit/
Centre/Institute: Lee Woo Sing 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 Lee Woo Sing College

Signature

c.c. Ms. Bonnie Tsang, Assistant Director of Finance, Investment and Treasury 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.