

The Chinese University of Hong Kong

Memo to Seek Approval for Acceptance of Donations

From:

Name: _____

Title: _____

Department/

Unit/

Centre/Institute: _____

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

Project name: _____

☐ To create a new project account*

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):

☐ 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): _____

☐ Donation form

☐ Correspondence with donor

☐ Proposal submitted to donor

☐ Agreement signed with donor

☐ 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

For OIA use

Endorsed by respective AAPC member

Name/Title

Date

c.c. Ms. Esther Yau, Senior Finance Manager, Donations and Projects Management 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.