

**For Finance Office use only**

Receipt no. : \_\_\_\_\_

Date of receipt issued: \_\_\_\_\_

**HONG KONG BAPTIST UNIVERSITY**  
**Donation Received Form**

FO Ref. No: \_\_\_\_\_

**A. Information on the Donation****1. Donor's name (Name to be printed on donation receipt<sup>Note 3</sup>):****Donor's ID:**

English name \_\_\_\_\_

Title (if applicable): ☐ Mr ☐ Ms ☐ Dr ☐ Prof ☐ Others

Chinese name( 中文姓名) \_\_\_\_\_

Is the donor a/an ☐ Council or SECO member ☐ Staff member ☐ Hon. Doc. ☐ Alumnus/Alumna ☐ Student

If a donation receipt is to be issued to a donor who is not the payer of donation, please specify the payer's relationship with the donor:

☐ Spouse ☐ Trustee ☐ See the completed Confirmation of Donation**Contact information for this donation** (if known and not shown in correspondence attached to this form):

Contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Donation amount HK\$**

Donation received (bank-in) date: \_\_\_\_\_

Payment Method: ☐ Bank Pay-In Slip ☐ TT ☐ Autopay ☐ Cash ☐ Cheque ☐ Credit Card ☐ OnlineIs the donation paid by instalments? ☐ Yes (No. of Instalments): \_\_\_\_\_ If yes, please specify total pledged amount: HK\$ \_\_\_\_\_  
☐ No**3. Is the donation made for a specific purpose/project or towards a department?**☐ Yes (Please specify Donation title): (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_ FIS Account code: \_\_\_\_\_☐ No (If the answer is "No", the donation will be deposited into the **HKBU Foundation – Institutional Advancement.**)**4. All agreement(s)/supporting documents with donor on purpose/details of donation must be sent to the Finance Office (TPBD Section)**☐ Yes, sent ☐ Not sent / N/A**5. Is the donation an endowment in nature?** ☐ Yes ☐ No**6. Is a new account required to be established for this donation?** ☐ Yes ☐ No Budget Controller: \_\_\_\_\_If the answer is "Yes", a completed "New Project/Private Fund Data Collection Form" (available at <http://www.hkbu.edu.hk/~fohome/internal/dl1.htm>) should be sent to the Finance Office by the budget holder.**7. Any financial/progress reports required to be provided to the donor?** ☐ Yes ☐ No**B. This Form is submitted by:**

Name of Head of Department/Office/Centre/Project Leader \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Department/Office: \_\_\_\_\_

Extension: \_\_\_\_\_

FO will send the donation receipt to (Staff Name) \_\_\_\_\_

Dept/Office: \_\_\_\_\_

Extn. \_\_\_\_\_

**C. Approval for the Donation (Compulsory to complete)****1. Total pledged donation below HK\$1 million** requires the approval of the Provost/VP/ Associate VP/ Dean/ Chaplain as appropriate.

Approved by (name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**2. Total pledged donation at or above HK\$1 million\*** requires the approval of the President and Vice-Chancellor.

Signature of President and Vice-Chancellor \_\_\_\_\_

Date \_\_\_\_\_

\* Total pledged donation **at or above HK\$10 million** requires the approval of the Council.**Please Note:**

- Please send this form together with the **cheque or bank pay-in-slip** with relevant agreement and supporting documents to the Director of Finance.
- When the donation receipt is received from the Finance Office, please send it together with a **thank-you letter** to the donor, and **forward a copy of the letter to the University Advancement Office.**
- If both English and Chinese names of the Donor are provided, **only** the English name will be printed on the donation receipt.
- For more details, please refer to the HKBU's Privacy Policy Statement and Personal Information Collection Statement which can be accessed at the HKBU's website at <http://bupdpd.hkbu.edu.hk/policies-and-procedures/ppls-pics>
- For queries about filling out this Form, please contact the TPBD Section, Finance Office (extension 2572).

(Update: 2 Dec 2022)