I-Shou University

Donation Confirmation Form

Date: (Y/M/D)

I. Donor's Information

Individual Donor (Name): (National ID No.: )

Corporate Donor (Title of the Organization or Business):

(Tax ID No.: )

Mailing Address:

Tel.: (H) (O)

(Mobile) (Fax)

Email:

(For alumni only) Graduated from in (Y/M)

Donation Amount: NT$

Donor's Name on the Donor Receipt:

II. Method of Making a Donation

□Cash (Please visit the Cashier Section during office hours)

□Check or Draft

□Wire Transfer or ATM

□Others:

III. Others

I □ agree □ disagree to apply for the digitalization of donations deductions on individual consolidated income tax.

IV. Purpose of the Donation

□ Not Specified

□ Donated to: Unit: For:

(Example: scholars or grants for students, academic research, and institutional development)

|  |  |  |
| --- | --- | --- |
| Recipient | Countersigning Units | Approval |
| Staffer-in-charge |  | Cashier SectionOffice of AccountingOffice of SecretariatThank-You Gift□ Certificate of Appreciation □ Appreciation Plaque □ Appreciation Trophy□ Souvenir□ Parking Permit |  |
| Second-level Administrative Head |  |
| First-level Administrative Head |  |

Notes:

1. This confirmation form is used for the internal approval process only and is NOT a donor receipt.
2. This confirmation form should be completed by the staffer-in-charge of the donation-receiving unit.
3. If the donation amount is less than NT$100,000, this confirmation form should be submitted to the Secretary-General for approval; if it is between NT$100,000 and NT$500,000, it should be submitted to the competent vice president for approval; if the amount is more than NT$500,000, it should be submitted to the President for approval.