

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 Section	
Second-level Administrative Head		Office of Accounting	
First-level Administrative Head		Office of Secretariat Thank-You Gift <input type="checkbox"/> Certificate of Appreciation <input type="checkbox"/> Appreciation Plaque <input type="checkbox"/> Appreciation Trophy	

		<input type="checkbox"/> Souvenir	
		<input type="checkbox"/> Parking Permit	

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.