**國立成功大學接受實物捐贈表**

年 月 日

( )成大財實捐字第 號

**National Cheng Kung University In-Kind Donation Acceptance Form**

|  |  |  |  |
| --- | --- | --- | --- |
| 捐贈者  Donor | 姓名/單位、機構  Name/  Unit or organization | |  |
| 身分證字號/統一編號  ID number/  uniform invoice number | |  |
| 身分  Identity | | □校友Alumnus， 系department 級class  □企業團體Corporation  (□校友Alumnus(企業員工Corporation employee)；□非校友Nonalumnus)  □教職員工Staff □社會人士Entity not affiliated with the university  □學生家長Parent of student □其他 Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 通訊地址  Correspondence address | |  |
| 聯絡電話  Contact number | |  |
| 電子信箱  E-mail | |  |
| 聯絡人  Contact person | |  |
| 捐贈項目  Donated item | | □財產  Property | □土地Land NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □房屋Building NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □機械設備Mechanical equipment NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □交通設備Transportation equipment NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □雜項設備Miscellaneous equipment NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □有價證券Securities NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □圖書/具典藏價值之期刊等Books and periodicals worthy of archiving NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整 |
| □物品  Item | □非消耗品Nonconsumables NT$\_\_\_\_\_\_\_\_\_\_\_\_元整  □消耗品Consumables NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整 |
| □其他  Others | □維修Repair NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □其他(詳述說明) Others (describe in detail) NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元整 |
| 合計金額  Total amount | | □合計新臺幣A total of NT$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_元整  □合計外幣A total of (foreign currency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_元整，  匯率the exchange rate being \_\_\_\_\_，折合新台幣which is NT$\_\_\_\_\_\_\_\_\_\_元整 | |
| 捐贈用途  Purpose of donation | | □不指定(由權責單位統一管理) Unspecified (managed by the responsible unit)  □指定受贈單位Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  用途as the receiving unit for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □其他(詳述說明) Other (describe in detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 是否附有負擔  Liability transferred together with the donation | | □是(須說明) Yes (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □否No | |
| 補充說明  Supplementary explanations | |  | |
| 捐贈證明  Proof of donation | | □要 Required  □不要Not required | |
| 芳名錄  Donor Disclosure Agreement | | □同意將姓名、捐款金額刊登於本校相關網站或刊物上。  I agree to have my name and donation listed on relevant NCKU websites or in publications.  □同意以 之姓名，將捐款金額刊登於本校相關網站或刊物上。  I agree to the name of \_\_\_\_ and the donation being listed on relevant NCKU websites or in publications.  □不同意I do not agree to either of the above. | |
| 捐贈者意思表示文件或檢附來文  Donor consent document (or attach said document) | | 公文字號:  Official document number: | |

**若有任何疑問，請來電06-2757575轉54507，我們將竭誠為您服務，謝謝您!**

**(本表僅供校內行政流程用，不得作為捐贈證明)**

**If you have any problems, please contact 06-2757575 ext. 54507. We will be glad to help you. Thank you.**

**(This form only serves the purpose of administrative procedures within the university; it may not serve as proof of donation).**

**國立成功大學個人資料蒐集同意書**

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。   
**當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。**

1. **基本資料之蒐集、更新及保管**

(一)本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。

(二)請提供您本人正確、最新及完整的個人資料。

(三)本校因執行業務所蒐集您的個人資料包括姓名、身分證字號/統一編號及各種聯絡方式等相關資料。

(四)若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

(五)若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。

(六)您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：

1.查詢或請求閱覽。

2.請求製給複製本。

3.請求補充或更正。

4.請求停止蒐集、處理或利用。

5.請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

1. **蒐集個人資料之目的**

(一)本校為執行捐贈及勸募業務需蒐集您的個人資料。

(二)當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

(三)本校利用您的個人資料期間為即日起永久保存，利用地區為臺灣地區，利用對象為本校各相關單位捐贈業務承辦人員(含財務處、總務處、主計室、校友中心及系所)。

**三、基本資料之保密**

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

**四、同意書之效力**

(一)當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。

(二)本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

**五、準據法與管轄法院**

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

簽署人(簽名):

中華民國 年 月 日

**National Cheng Kung University Personal Data Collection Agreement**

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter “the University”) issues this personal data protection and collection agreement to notify you of your responsibilities and rights as well as solicit your consent to the collection, processing, and use of your personal data by the University.

**Your signature below indicates that you have read, understood, and accepted the contents set forth in this agreement.**

**I. Basic Data Collection, Renewal, and Management**

(I) The University will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan (Republic of China).

(II) Please provide your latest, accurate, and complete personal data.

(III) Your personal data, collected by the University to facilitate its administration, include your name, ID/uniform invoice number, various contact methods, and bank account details.

(IV) Please inform the University of any changes to your personal data to maintain the latest information.

(V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated, or incomplete information.

(VI) According to the Personal Data Protection Act, you are entitled to make requests for the following purposes:

1. To check or review the collected data.

2. To receive a photocopy of the collected data.

3. To supplement or revise the collected data.

4. To cease the collection, processing, or use of the collected data.

5. To delete the collected data.

However, the University may reject your requests to meet the administrative or operating needs of personnel in relevant units. Moreover, should you suffer any losses due to such requests, the University shall not be held responsible for any compensation.

**II. Purpose of Personal Data Collection**

(I) The University collects your personal data to meet its needs related to the execution of donation and fundraising business.

(II) The University will solicit your consent in written form in advance before using your personal data to serve a purpose other than those specified in this document. Although you may refuse to provide your personal data to the University, you may lose certain rights or benefits as a consequence.

(III) The duration that the University can use your personal data is from this day onward indefinitely. The region in which the data can be used is Taiwan. People who may use your data are those who manage donations at the University (including those in the Office of Finance; Office of General Affairs; Accounting Office; Alumni Association Center; and departments.)

**III. Basic Information Security**

Should your personal information be stolen, disclosed, altered, or infringed upon because of violation of the Personal Data Protection Act by the University, the occurrence of any natural disasters, incidental changes, or other unavoidable circumstances, the University shall inspect the cause and inform you by phone, mail, e-mail or website notification.

**IV. Validity of Agreement**

(I)Your signature on this agreement indicates that you have read, understood, and accepted its contents.

(II) The University is entitled to amend the contents of this agreement, and any amendments will be publicized on the University website. Should you disagree with any amendment, please exercise your right to request that the University discontinue collecting, processing, or using your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

**V. Governing Law and Jurisdiction**

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising from or relating to this agreement shall be submitted to Tainan District Court as the court of first instance’s jurisdiction.

Signature

Date (YYYY/MM/DD)

**【以下為學校行政流程，捐贈人免填】**

年 月 日

( )成大財實捐字第 號

**The following is the administration procedure of the University. The donor is not required to fill it in.**

|  |  |
| --- | --- |
| 指定受贈單位(註\*) / 相關單位  Designated donation-receiving unit (note\*)/Relevant units | |
| （未指定免會）(Please disregard this field if the donation is not designated).  (指定受贈單位請核章(含承辦人及一、二級主管)後再送出)(Please sign [including the case officer, and first- and second-level supervisors of the designated donation-receiving unit] before submission).  **依據審計部查核意見，請先行審視本受贈物有無需學校後續配合(例如拆除、搬運或設備零件修繕等相關經費配合)，以強化評估機制。According to review opinion of the Office of Audit, please review whether this donation requires the University’s subsequent cooperation (such as budget for demolishing, moving, or repairing equipment or parts) to strengthen the evaluation mechanism.**  **□是Yes:(1)財源Source of budget: ；(2)金額Amount:**  **□其他Other:**  **□否No**  承辦人/分機:  Case officer/extension: | |
| 財務處  Office of Finance | 總務處  Office of General Affairs |
|  |  |
| 主計室  Accounting Office | 秘書室  Secretariat Office |
|  |  |
| 校 長 批 示  President’s order | |
|  | |

**註: 若為指定受贈，請於｢指定受贈單位｣一欄先行用印，以加速捐贈程序**

**Note: If it is a designated donation, please stamp “designated donation-receiving unit” first to accelerate the donation process.**

**受贈財物明細規格表**

**Table of received donated property specifications**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **財產分類**  **Property type** | **受贈財物名稱**  **Name of the received donated property** | **廠牌規格**  **Specification of the brand** | **數量**  **Number** | **單價**  **Unit cost** | **財物取得成本**  **Cost of obtaining the property** | **使用用途**  **Purpose** | **舊 品**  **Secondhand object** | | | **備註**  **Note** |
| **已使用年限**  **Years it has been used** | **重估年限**  **Re-evaluated service life** | **重估價值**  **Re-evaluated value** |
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