**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).**

**【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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