

SAMPLE

Register of Donations Received by Schools

/ **School Year**

Item no.	Name of donor	Donor's relation with school	Description and value of donations received*	Whether the donations received are solicited*	Date of receiving donations*	Purpose of donations*	#Compelling reasons to accept the donations if the donor is one of the schools' trading operators/suppliers	SMC's/ IMC's Approval (School's reference no. and date)	Subsequent disposal of donations@

I confirm that our school has complied with the provisions stipulated in the Education Bureau Circular on the Prevention of Bribery Ordinance, Cap 201 currently in force when accepting the above donations. All the donations would not result in additional recurrent expenditure from government. I also declare that the acceptance and disposal of donations of the above donations have been complied with EDBC 24/2008.

Note: *Donations including cash grant in form of discount or commission fee to schools. According to EDBC 24/2008, schools should not solicit donations or advantages from trading operators/suppliers.

#A mandatory item for schools to fill in if donors are the schools' trading operators/suppliers.

@Specify the amount of money and the quantity of goods or services being purchased.

Name of Supervisor: _____

Signature of Supervisor: _____

Date: _____