SAMPLE

Register of Donations Received by Schools

_____/_____School Year

Item no.	Name of donor/ donation organisation	Donor's/ Donation organisation's relation with school	Description and value of donations received*	Whether the donations received are solicited by school from donor / donation organisation*	Date of receiving donations*	Purpose of donations*	#Compelling reasons to accept the donations if the donor is one of the schools' suppliers/ contractors	SMC's/ IMC's Approval (School file reference no. and date of approval)	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 the above donations have been complied with EDBC 18/2025.

Note: * Donations including cash grant in form of discount or commission fee to schools. According to EDBC 18/2025 schools should not solicit donations or advantages in any form from suppliers/ contractors.

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

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

Name of Supervisor:_____

Signature of Supervisor:_____

Date:_____