

## Physical Item Donation Consent Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

<b>Donor's basic information</b>	Name/Institution										
	Contact		Tel:(      )			Fax:(      )			Mobile number:		
	Current address		□□□-□□								
	Mailing address for Donation Certificate		□ Same as current address			□ Other: □□□-□□ _____					
	E-mail										
	Relationship to NTNU		□ NTNU alumni, graduating year: _____, department/institute: _____			□ Current student					
			□ NTNU faculty/staff			□ Parent		□ External donor		□ Enterprise	
Department					Job title						
<b>Donation content</b>	Name of the property	Brand	Model	Unit	Quantity	Unit price	Total price	Purchase date	Is there a liability attached to this property?	Service life:	Remarks
	Total										
<b>Donation purpose</b>	<input type="checkbox"/> Not designated						Signature of the donor:				
	<input type="checkbox"/> Designated user _____										
	<input type="checkbox"/> Description of designated purpose _____										

Remarks:

- The price of the item in the donation content should be the current price. Please provide supporting documents such as the uniform invoice or receipt for newly purchased items; an appraisal or assessment report should be provided for used items after being assessed for the reasonable price by the receiving unit.
- The prices of the donated physical items listed in this consent form is for the basis of property accession only. When the tax payer files income tax returns and lists donations for itemized deductions, the deductible amount should be based on the amount recognized by the taxation bureau according to the Income Tax Act. If a certificate of donation is needed, NTNU will issue a certificate of physical item donation in accordance with regulations without including the value

of the donated property.

3. **“Service life” will be filled out by the receiving unit.** The service life for new items will follow the regulations of the Standards of Classification for Properties stipulated by the Executive Yuan; the receiving unit should make a reasonable assessment of the service life (2 years or more) of used items based on the actual usage and performance of the items.
4. If liabilities are attached to the donated physical items, the donation of the said items should be reported to the Ministry of Education and the report should be transferred to the Executive Yuan for approval in accordance with Article 37 of the National Property Act.