**STAFF DONATION OF FUNDS TO THE UNIVERSITY**

*This form is to be used for staff members wishing to donate funds to the University.*

**I/We (the undersigned) would like to make a donation of $\_\_****\_ \_\_\_\_\_\_\_ to the University of Queensland which is to be used, at the discretion of the University, solely by the University and for its purpose only;**

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| --- | --- |
| **Name of Donor** |       |

|  |  |
| --- | --- |
| **Signature** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |       |  | **School/Faculty/Centre/Institute** |       |

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|  **Donors Preference for the use of the funds**  |
|       |
| **Director/Dean Recommendations (where applicable on the disposition of funds)** |
|       |
|       |

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| **Chart of Account String (where applicable)**Please provide a School/Centre Institute Chart of Account string to deposit this donation as per the Director/Dean recommendation (note that any funding given for research will need to be deposited into its own project if it is to be included in the HERDC return).. | **Operational Unit Code****xx xxx xx** | **Site****Code****xx** | **Fund** **Code****xxx** | **Function****Code****xx** | **Project****Code****xxxxxx** | **FreeForm Tag****xxxxxxxxxx** |
|       |    |     |    |       |       |

**NOTE: 1. Please note that any gift/donation given for the purpose of providing a benefit for the donor may not be tax deductible. Donors intending to seek tax deductions should discuss this matter with their tax advisors.**

1. **Suggestions for the use of funds will be considered by the University.**

**3. All transactions dealing with the funds must be strictly authorised at ‘arms length’ from the donor. Donations can not be paid into an operational unit controlled either directly or indirectly by the donor.**

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| **\*Executive Dean/Institute Director** |  | **Accepted By University Delegate – *to be completed by Advancement Office***  |
| Print Name:       |  | Print Name:       |
| Signed:       Date      |  | Signed:       Date:       |
|  |  |  |
| **School Finance Officer** |  | \*Note that if the donation is made by the Executive Dean or Institute Director this form requires a signature from the appropriate DVC official. |
| Print Name:       |  |
| Signed:       Date:       |  |
| Phone:       |  |
| Email:       |  |