

Attachment 2

(1) Basic information of the donor:

Full name of the charitable organization

Donation List

From MMDDYYYY to MMDDYYYY

Receipt no.	Date	Donor designation/name	Amount	Purpose
Total				

Person in charge:Accounting:      Handled by:

Full name of the charitable organization

Donation List (Supplies)

From MMDDYYYY to MMDDYYYY

Receipt no.	Date	Donor designation/name	Supplies			Purpose
			Name	Qty	Market price	
Total						

Person in charge:      Accounting:      Handled by:

(2) Handling status:

Full name of the charitable organization  
Statement of Expenditure

From MMDDYYYY to MMDDYYYY

Date	Voucher no.	Item	Amount	Remarks (Payment terms)
Total				

Person in charge:

Accounting:

Handled by:

Full name of the charitable organization  
Statement of Expenditure (Supplies)

From MMDDYYYY to MMDDYYYY

No.	Supplies			Purpose	Disbursement		Remarks
	Name	Qty	Market price		Date	Qty	

Person in charge:

Accounting:

Handled by:

Note:

1. The basic information of the donor means the designation or name of the donor, the date of donation, its purpose, and the information of all the items specified in each sub-paragraph of Article 9. The designation or name of the donor, when published, may not be disclosed in full if the donor is opposed to such publication.
2. The handling status means use of the property.
3. The handling status that the charitable organization shall publish is subject to the regulations of the competent agency, if any, that approves the establishment or registration of such organization or supervises its activities.