

[This is only a sample copy for information purposes. Please **do not fill in** – use the German version of this form instead!]

Münster,

Application for Acceptance of a Donation

Rektorat – Der Kanzler
Dezernat 6.3
Schlossplatz 2
48149 Münster

Applicant:

Phone:

University institution:

.....

.....

Name and address of the donor:

.....

.....

Correspondence on the donation

is attached.

does not exist.

Please send a receipt to

me and I will forward it to the donor.

the donor right away.

I confirm that

the donation serves directly

scientific

cultural

sports-related

objectives of the university.

it is ensured that the donation will be used appropriately in the near future (at the latest in the calendar year following that of the donation).

the donation does neither require any service in return nor is it related to an official action of the applicant which favours the donor or third parties.*

I have taken note of and complied with the decree of the Ministerium für Schule, Wissenschaft und Forschung of North Rhine-Westphalia of 22 September 2000 on the fight against corruption concerning externally funded research.

* Otherwise, please specify on a separate sheet.

I know that

- anybody who causes a donation not to be used according to the tax-privileged objectives specified on the receipt will be held responsible for the taxes of which the revenue department may be deprived if there is a tax reduction for the donation in favor of the donor. These amount to 40% of the amount donated (cf. §10b Abs. 4 EStG, §3 KStG, §9 No. 5 GewStG).

In case of cash donation

Amount of the donation:

.....

It is requested to

- open a new account for external funds (please state the billing object in case one has been reserved:
- deposit the donation on the existing account for external funds with the object number

In case of donation in kind

Designation of the object:

.....

Current value of the donation

- according to the donor:
- according to the documents attached:

.....

.....

I confirm that

- the donated object was transferred on
- the inventory required, including specification of the cost category, has been carried out.
- an inventory is not required (value of the object less than Euro 1,000 net or "life span" less than a year).

Approved by the Dean of the department

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Signature of the applicant

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Approved by the Managing Director of the university institution

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