



二零二一年公益金便服日
Dress Casual Day 2021
捐款記錄表
Donation Record Form

機構 / 學校名稱

頁

Name of Organisation / School: _____ Page: _____

次序 No.	捐款者/贊助者姓名 Name of Donor / Sponsor	參加者姓名 Name of Participant	捐款/贊助金額 Amount
1			
2			
3			
4			
5			
6			
7			
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10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
善款總數 Total:			

- 註
Note:
- 1 捐款一百元或以上之捐款人，可獲發正式收據。正式收據會郵寄至 貴機構 / 學校，請代為分派。若捐款不足一百元者無需填寫此表格。
Official receipts will be issued to donors / sponsors who contribute HK\$100 or above and will be mailed to your Office / School for distribution. Donors / sponsors who contribute less than HK\$100 do not require to fill in this form.
 - 2 如表格不足，可自行影印。
If extra forms are required, please feel free to make photocopies.