

Entrepreneurship Acceleration Fund (EAF) & Yeung Wing Yee Entrepreneurs Fund (YWYEF)

Checklist for Disbursement Application

Please prepare and check the following items before the application for fund disbursement and submission of completion report. Should you have any questions or need any advice, please feel free to contact the Secretariat of HKSUT Dream Builder Funds at ecfund@ust.hk.

| Item | Remark | | | | | | | | | | | | |
|--|---|--|---|---|---------------------------------|--|----------------------------|--|---------------------------------------|--|----------------------------|---|--|
| <input type="checkbox"/> 1. Completion Report | Download: EAF / YWYEF | | | | | | | | | | | | |
| <input type="checkbox"/> 2. Financial Report | Download: EAF / YWYEF | | | | | | | | | | | | |
| <input type="checkbox"/> 3. Original receipts to be reimbursed by the approved fund <i>(with date of purchase, description of items, complete payment, no outstanding or due balance, company name and stamp if any)</i> **must be pasted on A4 paper and assigned with corresponding reference numbers on the financial report. | Both sets of receipts will not be returned to recipients. Please scan or copy a set for yourself | | | | | | | | | | | | |
| <input type="checkbox"/> 4. Copy of receipts NOT to be reimbursed by the approved fund but supported by other sources of income | | | | | | | | | | | | | |
| <input type="checkbox"/> 5. Public News Form - Awards / Achievements | Download here | | | | | | | | | | | | |
| <input type="checkbox"/> 6. 10 original photos of the project (eg. team, event, prototype) | Email to ecfund@ust.hk | | | | | | | | | | | | |
| <input type="checkbox"/> 7. Bank-in slip of the matching fund (20% of approved amount) | Applicable to YWYEF projects only | | | | | | | | | | | | |
| <input type="checkbox"/> 8. Proof of company bank account | | | | | | | | | | | | | |
| <input type="checkbox"/> 9. Supporting documents to be submitted with original receipts for purchases/ expenses below: | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">9.1 Single purchase UNDER HK\$5,000</td> <td> <input type="checkbox"/> Bank statement for payment settled by credit card/ EPS/ PPS etc. <input type="checkbox"/> Invoice of the purchase (if any) </td> </tr> <tr> <td>9.2 Single purchase OVER HK\$5,000</td> <td> <input type="checkbox"/> Approval from the panel of the Fund <input type="checkbox"/> Competitive quotations (at least two quotations from different service providers/ sellers for the same product and service) <input type="checkbox"/> Signed arrangement or service contract (<i>applicable to services</i>) <input type="checkbox"/> Proof of professional qualifications of individual service providers (eg. CV, portfolio, certificate) (<i>applicable to services provided by an individual, NOT a company</i>) <input type="checkbox"/> Justification for purchases where the lowest quotation bidder was not selected <input type="checkbox"/> Sole source form (download) and proof of sole source (provided by provider) for purchases made from a sole provider </td> </tr> <tr> <td>9.3 Facebook advertising</td> <td> <input type="checkbox"/> Facebook billing report <input type="checkbox"/> Bank statement for payment settled by credit card </td> </tr> <tr> <td>9.4 Taobao expenses</td> <td> <input type="checkbox"/> Receipt issued by the seller <input type="checkbox"/> Screenshot of the purchase record on Taobao <input type="checkbox"/> Bank statement and/or Alipay record if payment is settled by credit card/ Alipay </td> </tr> <tr> <td>9.5 Souvenirs, gifts or prizes</td> <td> <input type="checkbox"/> List of souvenirs/gifts/ prizes being given in the event <input type="checkbox"/> Photo of the souvenirs/gifts/ prizes <input type="checkbox"/> Acknowledgment of receipts (signed by the recipient with full name, student ID (if applicable), contact, email and date of receipt) </td> </tr> <tr> <td>9.6 Overseas events</td> <td> <input type="checkbox"/> Invitation letter issued by the host <input type="checkbox"/> Original boarding passes <input type="checkbox"/> Booking confirmation of air-ticket/ accommodation <input type="checkbox"/> Event rundown (or schedule) & photos </td> </tr> </table> | 9.1 Single purchase UNDER HK\$5,000 | <input type="checkbox"/> Bank statement for payment settled by credit card/ EPS/ PPS etc. <input type="checkbox"/> Invoice of the purchase (if any) | 9.2 Single purchase OVER HK\$5,000 | <input type="checkbox"/> Approval from the panel of the Fund <input type="checkbox"/> Competitive quotations (at least two quotations from different service providers/ sellers for the same product and service) <input type="checkbox"/> Signed arrangement or service contract (<i>applicable to services</i>) <input type="checkbox"/> Proof of professional qualifications of individual service providers (eg. CV, portfolio, certificate) (<i>applicable to services provided by an individual, NOT a company</i>) <input type="checkbox"/> Justification for purchases where the lowest quotation bidder was not selected <input type="checkbox"/> Sole source form (download) and proof of sole source (provided by provider) for purchases made from a sole provider | 9.3 Facebook advertising | <input type="checkbox"/> Facebook billing report <input type="checkbox"/> Bank statement for payment settled by credit card | 9.4 Taobao expenses | <input type="checkbox"/> Receipt issued by the seller <input type="checkbox"/> Screenshot of the purchase record on Taobao <input type="checkbox"/> Bank statement and/or Alipay record if payment is settled by credit card/ Alipay | 9.5 Souvenirs, gifts or prizes | <input type="checkbox"/> List of souvenirs/gifts/ prizes being given in the event <input type="checkbox"/> Photo of the souvenirs/gifts/ prizes <input type="checkbox"/> Acknowledgment of receipts (signed by the recipient with full name, student ID (if applicable), contact, email and date of receipt) | 9.6 Overseas events | <input type="checkbox"/> Invitation letter issued by the host <input type="checkbox"/> Original boarding passes <input type="checkbox"/> Booking confirmation of air-ticket/ accommodation <input type="checkbox"/> Event rundown (or schedule) & photos | |
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FINAL CHECK:

Please check the following before submission of the above items:

- Receipts are posted on A4 paper and assigned with corresponding reference numbers on the financial report.
- Transactions are highlighted on bank statements for the respective expenses on the financial report, if applicable.
- For any missing receipts, please mark down on the financial report and consult with the Secretariat of HKUST Dream Builder Funds.
- Copies of receipts are kept for your own retention.
- Completion report is signed.
- For EAF**, the reimbursement will be disbursed to the applicant by **auto payment to his/her personal bank account recorded on the Student Information System (SIS)**. Please check and update your bank information on the SIS.
- For YWYEF**, the reimbursement will be disbursed to the **company bank account** of the approved project by auto payment or cheque. Please ensure to submit relevant proof of the company bank account.