



Reference No.: \_\_\_\_\_

## FINANCIAL REPORT FORM

Name of the Programme :

Organiser :

Date of Programme :

Venue :

Total Budget Approved :

Sponsor :

Advancement Received : RM

Payment Voucher No.:

Reimbursement /  
Refund Requested : RM

**Prepared by:**  
**(Treasurer Programme)**

**Certified by:**

**Approved by:**

.....  
Name :

Date :

Contact No. :

.....  
Officer In-Charge/Head of Department

Deputy Dean/Principal

Date/Stamp:

.....  
Finance (Student Unit)

Office of the Campus Director

Date/Stamp:

### **NOTES:**

- Please attach the following documents:
  - 1.1 Copy of Approval Letter.
  - 1.2 Copy of PPF and Proposal with signature.
  - 1.3 Compilation of all receipts pasted (**do not staple**) on the A4 paper according to relevant categories.
- Officer in-charge (not the recipient of the money) to certify all **original receipts** and list of expenditure without receipts.
- For partial reimbursement, please state the amount received earlier.

