

FORM C



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بُونَيْرْسِيْتِيْ اِسْلَامِيْ اِنْتَارْ اِنْجِنِيْ اِمْلِيْسِيْا

مسجد السلطان الحاج أحمد شاه

OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE, IIUM

STUDENT PROGRAMME FINANCIAL REPORT FORM

A. PROGRAMME

- 1) Approval Reference No. : _____
- 2) Name of Programme : _____
- 3) Organiser/s : _____
- 4) Date/ Day : _____
- 5) Venue : _____
- 6) Total Budget Approved (RM) : _____
- 7) Sponsor : _____
- 8) Cheque No. (Advancement) : _____
- 9) Reimbursement/ Refund Requested (RM) : _____

1) PREPARED BY :

Signature and Name

Date

2) CHECKED BY ADMINISTRATIVE & FINANCE UNIT :

Signature and Stamp

Date

3) APPROVED BY OFFICER IN-CHARGE :

Signature and Stamp

Date

Notes

1) Please attach the following documents accordingly:

NO	FINANCIAL REPORT
1	Payment Request (If any)
2	Financial Report
3	Copy payment voucher/advancement (Advancement report only)
4	Invoice (If any)
5	Procurement (If any)
6	Quotation (If any)
7	Receipt (Original)
8	Approval Letter
9	Approved Proposal

2) Officer in-charge to certify all receipts and list of expenditure without receipts.

3) Please make 1 copy of completed financial report.



If you have any further queries or comments, please do not hesitate to contact us:
OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE,
Level 2, Central Complex, International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur
Telephone : 03 6196 5907/5904 Facsimile : 03 6196 5024/ 5909
Website : www.iium.edu.my/mosque Email: mosque@iium.edu.my

FINANCIAL STATEMENT

NO	PARTICULAR	EXPENDITURE (RM)	
		DEBIT	CREDIT
	A) BUDGET APPROVED		
	I) SHAS MOSQUE OPERATING (B52201)		
	II) SHAS MOSQUE TRUST FUND (T117)		
	III) OTHERS		
	B) GRAND TOTAL		
	C) ADVANCEMENT (IF ANY)		
	TOTAL		
	SURPLUS/ DEFICIT		