

CENTRE FOR ARTS AND CULTURAL SUSTAINABLE DEVELOPMENT (CITRA)
 IIUM CULTURAL CENTRE
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
 JALAN GOMBAK, 53100 SELANGOR DARUL EHSAN
 P.O BOX 10, 50728 KUALA LUMPUR
 TEL: +603 6196 6733 / 6736 | FAX: +603 6196 6734
 EMAIL: citra@iium.edu.my



INVITATIONAL PROGRAMME FORM

NAME OF PROGRAMME : _____

DATE : _____ **CLUB INVOLVED** : _____

ORGANIZER : _____

STUDENT – IN – CHARGE : _____

CONTACT NO : _____ **MATRIC NO** : _____

LIST OF STUDENT INVOLVED : *please attached

BUDGET REQUESTED : _____

NO	PARTICULARS	AMOUNT (RM)
1		
2		
3		
4		
5		
TOTAL		

SOURCES OF BUDGET :

i) CiTRA : RM _____

ii) OTHERS : RM _____

*Please specify

RECOMMENDATION

Officer – in- charge : _____

Remarks : _____

Signature and stamp : _____

CHECKLIST	YES	NO
Appropriate no. of days for approval		
Suitability of date		
Availability of students		
Total budget utilized by the club this year	RM	
Budget recommended	RM	

Date : _____

APPROVAL

Director of CiTRA Recommended Approved KIV Not Approved

Remarks : _____

Budget recommended/
approved : RM_____ Transport : _____

APPROVAL FROM THE EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM

(If applicable) * Amount More Than RM 20,000.00

i) Executive Director of Finance Division

Remarks : _____

APPROVED	
NOT APPROVED	

Signature and stamp : _____ Date : _____

ii) Rector

Remarks : _____

APPROVED	
NOT APPROVED	

Signature and stamp : _____ Date : _____