



Ref. No. :

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
**K/C/D/I/O : STUDENT AFFAIRS & DEVELOPMENT DIVISION**

**FINANCIAL REPORT FORM**  
**(For Student's Activity)**

Name of Program :  
 Organizer :  
 Date :  
 (A) Total Income (RM) : RM  
 (B) Total Expenditure (RM) : RM  
 Balance (RM) (A-B) : RM

**Prepared by:**

**Verified by:**

**Approved by:**

**(Officer In-Charge/  
 Program Manager)**

**(Officer In-Charge)**

**(Dean/Director)**

**Name:**

**Name:**

**Name:**

**Date:**

**Date:**

**Date:**

**Notes:**

Please attach the following documents:

1. Approval Letter
2. Financial statement inclusive of income, expenditure and balance (if any)
3. Compilation of all official receipts on the A4 paper according to category as Reported above
4. All receipts must be certified by Deputy Director

**For Finance Use :**

APPROVED  NOT APPROVED

\*Remarks :

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