



Reference No.: _____

ADVANCEMENT FORM
(For Approved Programme Only)

PERSONAL DETAILS

Name : _____
Staff No. / NRIC : _____
Department / Unit : _____

PROGRAMME DETAILS

Name of the programme : _____
Date of the Programme : _____
Organiser : _____
Total Budget Approved : _____
Total Budget Requested : _____

DETAILS OF ADVANCEMENT

NO.	DESCRIPTION	AMOUNT	CHEQUE PAYABLE TO
GRAND TOTAL			

- (i) As agreed in the meeting with Executive Director of Finance Division, please take note that you are required to keep on reminding the respective clubs/societies under your supervision to submit their report within **fourteen (14) days** upon the completion of the programme.
- (ii) Future advancement will be frozen for those who failed to submit the previous report (for total advancement received amounting to **RM10,000.00** and exceeding time frame for submitting the financial report)

Thank You,

.....
OFFICER (CHEQUE PAYABLE)

Date:

Checked By:

.....
ASSISTANT ACCOUNTANT

Student Unit

Finance Department

Office of the Campus Director

Department Stamp:

Date:

RULES AND REGULATIONS:

- a) Please submit this form ten (10) working days prior to the programme.
- b) Approval letter or relevant document must be attached.
- c) Advancement will be given based on the estimated budget stated in the original proposal only.
- d) Advancement will be given for the item such as deposit for accommodation, stationeries and miscellaneous expenses only.
- e) Cheque will be made payable directly to the supplier whenever possible.