



Reference No.: _____

FINANCIAL REPORT FORM

Name of the Programme : _____
Organiser : _____
Date : _____
Venue : _____
Total Budget Approved : _____
Sponsor : _____
Advancement Received : RM _____ Cheque No.: _____
Reimbursement/
Refund Requested : RM _____

Prepared By:

Certified By:

Approved By:

.....
Name :
Date :
Contact No. :
(Treasurer)

.....
(Officer In-Charge/
Deputy Dean/ Principal/
Date/stamp :

.....
Finance (Student Unit)
Office of the Campus Director
Date/stamp :

NOTES

- Please attach the following documents:
 - Approval letter.
 - Copy of payment vouchers (for advancement report only).
 - Compilation of all official receipts pasted on the A4 paper according to relevant categories.
- Officer in-charge to certify all receipts and list of expenditure without receipts
- For partial reimbursement please state the amount received earlier.

FINANCIAL STATEMENT

NO.	PARTICULAR	INCOME (+)	EXPENDITURE (-)
	Advancement received		
	Other payments received		
TOTAL			
		BALANCE/ DEFICIT	