



Reference No.: _____

INVITATIONAL PROGRAMME FORM

1. Name of Programme: _____
2. Date: _____ 3. Venue: _____
4. Organizer: _____ 5. Club / society involved : _____
6. Student – in – Charge: _____ Contact No.: _____

7. BUDGET REQUESTED:

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

8. SOURCES OF BUDGET:

(I) Student Development : <table border="1" style="display: inline-table; width: 100px; height: 20px; text-align: center;"><tr><td>RM</td></tr></table>	RM	(II) Kulliyah : <table border="1" style="display: inline-table; width: 100px; height: 20px; text-align: center;"><tr><td>RM</td></tr></table>	RM
RM			
RM			
(III) Mahallah : <table border="1" style="display: inline-table; width: 100px; height: 20px; text-align: center;"><tr><td>RM</td></tr></table>	RM	(iv) Others (<i>please specify</i>) : <table border="1" style="display: inline-table; width: 100px; height: 20px; text-align: center;"><tr><td>RM</td></tr></table>	RM
RM			
RM			

9. RECOMMENDATION:

Officer in-charge/Fellow/Advisor

Remarks : _____

Signature and stamp : _____

Date : _____

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	
Transport		

10. RECOMMENDATION/APPROVAL

Deputy Dean of Kulliyah / Principal of Mahallah/Deputy Director

Recommended Approved KIV Approved

Remarks : _____

Budget recommended/Approved: **RM** _____ Transport: _____

Signature and stamp: _____ Date: _____

11. RECOMMENDATION/APPROVAL

Deputy Rector (SA)/Deputy Campus Director/ Dean/Director/ (if applicable)

Recommended Approved KIV Approved

Remarks : _____

Budget recommended/Approved: **RM** _____ Transport: _____

Signature and stamp: _____ Date: _____

12. APPROVAL FROM EXECUTIVE DIRECTOR OF FINANCE DIVISION AND RECTOR OF IIUM (If applicable)

(A) EXECUTIVE DIRECTOR OF FINANCE DIVISION

Remarks : _____

Signature and stamp: _____

Date: _____

APPROVED

NOT APPROVED

(B) RECTOR

Remarks : _____

Signature and stamp: _____

Date: _____

APPROVED

NOT APPROVED