



**FINANCIAL REPORT FORM
(STUDENT PROGRAMME)**

K/C/D/I/O :

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 consists of income and expenditure (please fill in as per attach)
3. Compilation of all official receipts on the A4 paper according to category as Reported above
4. All receipts must be certified by Authorized Administrative Officer
5. The validity of claim is within 3 months from the date of event/ programme. Late submission will not be entertained

For Finance Use :

APPROVED

NOT APPROVED

*Remarks :
