

STUDENT ORGANISATION SPONSORSHIP WITHDRAWAL FORM

Name of Student Organisation: _____ Submitted By: _____

Event Title: _____ Designation: _____

Event Date: _____ Contact No: _____

NO	CHEQUE REF. NO.	RECEIVED FROM	OFFICIAL RECEIPT NO.	AMOUNT (RM)
1				
2				
3				
TOTAL AMOUNT				

Cheque to be made payable to : _____ (Name as per IC)
IC Number : _____

* For Student LIFE Approval

* For Financial Services Department Approval

Certified by	:	
Date	:	
Approved by	:	
Date	:	

Received by	:	
Date	:	
Processed by	:	
Date	:	

Remark(s): _____

Procedures for Sponsorship Withdrawal: -

- 1) Upon receiving the cheque(s) from the sponsor, sports, club & society MUST submit it to Student LIFE for acknowledgement.
- 2) Submit the cheque(s) to Financial Services Department with and 'Sports, Clubs & Societies Sponsorship Withdrawal' form attached. In return, you should receive an 'Official Receipt' from the Financial Services Department.
- 3) Club Advisor to withdraw the sponsorship by using the 'payment voucher' approved by Student LIFE, attached with a copy of 'Clubs & Societies Sponsorship Withdrawal' form and the 'Official Receipt' issued by the Financial Services Department.
- 4) Club / Society must keep a copy of this form and submit the original to the Financial Services Department