**CLUB RETURN FORM**

**Club :**

**Event Name :**

**Requested by (Advisor) :**

**Signature (Advisor) :**

**Date of Returned:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Details** | | **Amount** |
| **1.** | **Refer to the attachments (Total Expenses)** | | **RM** |
|  |  | |  |
|  |  | |  |
| **1. Stick (Glue) the ORIGINAL receipts on A4 paper with the signature of either Club Advisor, President or OC onto it.**  **2. Return the balance of cash (If any). Please bank-in to the account below:**   * **Public Bank**   **3181812028**  **Edusar Resources Sdn Bhd**  **- Attach with the bank-in slips/receipts.** | | **Total Cash Advance** | **RM** |
| **(Less) Total Expenses** | **RM** |
| **Balance** | **RM** |

**Remarks:**

**For Office Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by:** | **Authorized by:** | **Verified by:** | **Approved by:** |
|  |  |  |  |
| **Name: Shawn Koh** | **Name: Lu Yew King** | **Name:** | **Name:** |
| **Date:** | **Date:** | **Date:** | **Date:** |