



INVITATIONAL PROGRAMME FORM

1. Name of Programme : _____

2. Date : _____ 3. Venue : _____

4. Organizer: _____ 5. Club/Society Involved : _____

6. Student In Charge : 1. _____ Contact No : _____

Staff In Charge : 1. _____ Contact No : _____

7. BUDGET REQUESTED : RM _____

No.	PARTICULARS	AMOUNT (RM)
1.		
2.		
3.		
4.		
5.		
TOTAL		

8. SOURCE OF BUDGET:

i. Student Development

ii. Mahallah

iii. Kulliyah

iv. Sports Development

v. Others

CHECKLIST	YES	NO
Appropriate no. of days for approval		
Suitability of date		
Availability of students		
Transport Required		
CHECKLIST	RM	RM
Total budget utilized by the club this year		
Budget Recommended		

9. RECOMMENDATION :

Officer in charge /Assistant Director/Fellow

Remarks : _____

Signature and Stamp : _____

Date : _____

10. RECOMMENDATION:DEPUTY DEAN/PRINCIPAL/HEAD OSC

Recommended

Not Recommended

Remarks : _____

Budget Recommended : RM _____ Transport : _____

Signature and Stamp: _____ Date : _____

11. APPROVAL: DEPUTY CAMPUS DIRECTOR (SDSS) / DEAN

Approved

Rejected

Remarks : _____

Budget Approved : RM _____ Transport : _____

Signature and Stamp: _____ Date : _____