

B. CHECKLIST FOR REPORT SUBMISSION

REIMBURSEMENT

NON-REIMBURSEMENT

Name of Programme :

Organiser :

Advisor :

Please ensure that all the items in the checklist below are completed. Attach ALL relevant documents with the Programme Report Form (PPF) and Financial Report Form. Please (✓) in the column provided.

PART A: PROGRAMME REPORT

No.	Item	Applicant	Remarks by OSDCE
1	Programme report form (PRF) – typewritten		
2	Approval letter of programme		
3	Programme Schedule		
4	Complete list of organising Committee (Name/ Post/ Matric no./ email) – include Advisor details (name/staff no./email)		
5	List of actual number of participants (Name, prog, matric no. / university)		
6	Analysis of Evaluation of the programme – evaluation should be distributed to participants at the end of every programme.		
7	At least 3 pieces of pictures (may provide link to drive or folder)		
8	Programme book, magazine, bulletin/link to short video (if any)		

PART B: PROGRAMME FINANCIAL REPORT

No.	Item	Applicant	Remarks by OSDCE
1	Financial Report Form (student programme)		
2	Financial statement		
3	Compilation of all official receipts on the A4 paper according to category as Reported in Financial statement		
4	All receipts must be checked by Advisor		

Note: This checklist needs to be submitted together with ALL REPORTS.

1. All reports (financial & programme) **MUST BE SUBMITTED TO THE OSDCE WITHIN TWO (2) WEEKS** after completion of the programme.
2. All receipts will be certified by Authorized Administrative Officer AND the validity of claim is within 3 months from the date of event/ programme.
3. NO reimbursement shall be entertained more than 3 months from the last date of the programme

Prepared by, (Secretary) Name: Matric No:	Checked by, (Programme Manager) Name: Matric No: *All information given are true	Received by Officer on duty, Name: Date:
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