

## 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 (V) in the column provided.

### PART A: PROGRAMME REPORT

No.	Item	Applicant	Remarks by OSDCE
1	Programme report form (PRF) – <i>typewritten</i>		
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: <b>*All information given are true</b>	Received by Officer on duty, ..... Name: Date:
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