



SOP 2.0: ARF01 /

**ADVANCE REQUEST FORM**

Activity: **BADMINTON KSRP 2017**  
Date: **17-18 Mac 2017**  
Convenor/ Event Coordinator: **ANUAR B ASBU**

Details of Expenses	RM	
	Cost per unit	Total
Saguhati Juri	RM100/Heads	500.00
Sewa Dewan	RM 100/hari	1040.00
Shuttercock - RCL Gold	RM78.00/1 Tabung	2340.00
Hadiah Johan	Juara RM300	1200.00
Naib Johan	Naib Juara RM200	800.00
Ke Tiga	Runner-up RM 100	400.00
1st Runner-up	1st Runner-up RM80	320.00
AJK/Comeetee	RM100/Heads	500.00
Sewa Kerusi Pengadil & Utilities	RM 300/2hari	600.00
Hadiah/Goodies	RM 10/orang	1000.00
<b>JUMLAH</b>		8700.00
Bayaran Penyertaan Peserta	RM20/orang X 100	2000.00
<b>Grand Total</b>		<b>6,700.00</b>

Prepared by:

**ANUAR B ASBU****20-Jan-17**

(ie: Event Coordinator/Convenor)

Reviewed by:

**MUHAMMAD ARIF HAD****20-Jan-17**

07/02/2017

Secretariat

Approved by:

**M ZAKI SAAD**  
Ketua Sukan & Rekreasi PETRONAS  
Wilayah Pantai Timur**20-Jan-17**Approving  
Authority  
(As per LOA)