

## STUDENT CLAIM FORM – STUDENT ORGANISATION

To: **Finance Department**

Student Claim Form  
(financial year – club number – claim count)

Finance Reference No.	SCF17 - 099 - 0001
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Student Name (as per identification): **Omari Iniko**

Student ID : **1002334**

Student Organisation : **Ice Hockey**

Purpose : **Sports Fiesta '18 - Materials for Booth**

**Notes: All claim reimbursement will be paid to the designated credit bank account updated by claimant through MyPortal in Student Administration Management System (SAMS).**

### Instructions:

- Original invoices or official receipts must be submitted and attached on A4 paper labeled with reference number.
- Where original invoices or receipts are not available or impossible to obtain, certified true copies or copies can be used provided the claimant has provided an explanation for the unavailability of the original copy and confirmation that it was not claimed previously; and the approving authority has certified on the certified true copy/copy that payment has not been made previously.
- For online purchases (i.e. ordered through the internet and paid for using personal credit card), the claimant must certify on the electronic invoice/official receipt printed from the website and confirm that it was not claimed previously;
- For foreign currency claims transacted using credit card, please attach credit card statement for reimbursement in the SGD equivalent amount paid, else SUTD corporate exchange rate will be used.
- All claims must be verified by Treasurer of Student Organisation, checked by Office of Student Life and approved by the relevant Payment Approving Authority.
- All claims must be submitted no later than three months from the time the expenditure was incurred, to the Finance Department for processing. Claims submitted after the validity period will not be processed.
- To state the "**Country**" that expenditure are **spent in, or to benefit the Country (locations outside Singapore)**.
- Use Annex A for more claim items.

(One line per receipt)

S/N	Date	Receipt No	Description	Foreign currency and amount (if applicable)	Amount without GST (A) (S\$)	GST (B) S\$	Total Amount with GST (C) = (A) + (B) S\$
1	01/02/18	51993	Twist Tie and Wire Mesh		7.50	-	7.50
2	02/12/17	0079621A	Colour Hook		3.74	0.26	4.00
3	03/01/18	0019505A	Paper and Holder		3.46	0.24	3.70
4	14/01/18	00484	Glue Sticks		3.74	0.26	4.00
5	15/01/18	78185	Light Bulbs		7.20	-	7.20
Total Claim Amount per Annex A							
Grand Total Claim Amount			Country	Singapore	25.64	0.76	26.40
Total Amount approved by Approving Authority (If different from Total Claim Amount, to be completed by OSL)							
Total Amount reimbursed by Finance (If different from Total Amount approved, to be completed by Finance)							

(One line per receipt)

**For Programme/ Administrative Office Use**

Co.	Fund	Budget Centre	Cost Centre	GL Project	GL Account	Country	PA Project	PA Task

**Declaration by Student**

I certify that these expenses were incurred for official purposes and in compliance with University/project policies and guidelines. Electronic receipts enclosed (if any) have not been submitted previously for claiming.

(handwritten signature)

Name: Omari Iniko Signature:  Date: 2/2/2018

**Verified by Treasurer of Student Organisation**

(If the treasurer is the claimant, i.e. signed the above "Declaration by Student", the president or vice-president will verify the claim instead)

I certify that these expenses were incurred for official purposes and in compliance with University/project policies and guidelines.

(handwritten signature)

Name: Anjali James Signature:  Date: 3/2/2018

**Verification by Office of Student Life**

I certify that these expenses were incurred for official purposes and in compliance with University/project policies and guidelines.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Student Life Claim Reference No: \_\_\_\_\_

**Approved by (Payment Approving Authority)**

I approve these expenses were incurred for official purposes and in compliance with University/project policies and guidelines.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please indicate name clearly here or affix name stamp)

① (S/N)

現貨單  
**CASH SALE**

**No** 51993 (Receipt No)

Date: 01/02/18 (Receipt date)

[illegible]

羅厘車號  
Lorry No.

② (S/N)

# BOOKLINK PTE LTD

Singapore University of  
Technology and Design  
8 Somapah Road, #01-201, Building 2  
Singapore 487372  
Tel: 68102095 Fax: 63844309  
RCB: 200301517G  
GST: 20-0301517-G

GOODS SOLD ARE NOT RETURNABLE,  
EXCHANGEABLE AND REFUNDABLE

(Receipt No) Cash Sale 0079621A  
Cashier: KIDDY 15/04/2017 1:38:00PM

Description	Amount(\$)
SQUARE COLORHOOK 400 (Unit Price: \$2.00 x2)	4.00
Total (Inclusive GST)	4.00
Paid By CASH \$4.00	
*Item purchased.	2.00
*GST 7% Amount	0.26

(Receipt amount)

(GST amount)

③ (S/N)

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Singapore 487372  
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RCB: 200301517G  
GST: 20-0301517-G

GOODS SOLD ARE NOT RETURNABLE,  
EXCHANGEABLE AND REFUNDABLE

Cash Sale: 0079505A  
Cashier: JENNY 14/04/2017 5:59:00PM

Description	Amount(\$)
A4 FANCY PAPER (THIN (Unit Price: \$0.20 x4)	0.80
B4 2 BUTTON FOLDER	1.00
A3 TWO BUTTON FOLDER	1.90
Total (Inclusive GST)	3.70
Paid By CASH \$3.70	
*Item purchased.	6.00
*GST 7% Amount	0.24

④ (S/N)

DAISO JAPAN  
(Transaction Report)  
Daiso East Point Mall  
Tel: 6782-6835

ROC: T02FC6208E  
GST REG: F0-0006208H  
9118-002-EPH



RECEIPT

2017/04/06 20:53:02  
ID: 4787#00484

Product Name	Qty	0	Total
4945620028492	1	2	\$ 2.00
PANDA SAVING BOX EATING TYPE			
4984343460256	1	2	\$ 2.00
Japanese Green tea 900ml bottle			
4549131300864	1	2	\$ 2.00
Blue stice 20pcs white			
4549131300864	1	2	\$ 2.00
Blue stice 20pcs white			
Total Pieces Sold:		4	
GST:		\$ 0.52	
TOTAL:		\$ 8.00	
HETS		\$ 8.00	

(Striking off items  
that are not part of  
the claim)

THANK YOU. PLEASE COME AGAIN.  
STRICTLY NO REFUND.  
EXCHANGE WITHIN 7 DAYS WITH  
RECEIPT & ORIGINAL PACKAGING.  
PLEASE REFER TO IN-HOUSE POSTER  
FOR MORE INFO.

⑤ (S/N)

Cash Sales  
Blk 138 Tampines St 11 #01-144 S(520827)  
Tel : 67896310

light bulb

78185

10/4/2017

11:48

1 - HOUSEHOLD	
8 x \$ 0.90	7.20
SubTotal \$	7.20
Total \$	7.20
CASH Paid \$	7.20
Change \$	0.00

Goods sold are not refundable and only exchangeable within 7 days

Thank you for shopping with us!