|  |  |  |
| --- | --- | --- |
| **A.** | **Income Deposit No.:** | **INC17 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **B.** | **Student Organisation:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **C.** | **Name of Event/Project:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **D.** | **Date of Event/Project:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E.** | **Description of Income:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**F. Amount Received:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **(S$)** | **Deposit Code** |
| **a.** | **Amount w/o GST** |  | **01 – INC – SL – SL\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **b.** | **GST** |  | **01 – 0 – 0 – 0 – 0 – 0 – 0 – 302104 – 0** |
| **c.** | **Total amount with GST c = a + b** |  |  |

**Breakdown:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Price Per Pax (inc. GST)** | **Quantity** | **Sub-total (inc. GST)** |
|  |  |  |  |
|  |  |  |  |
| **Total (inc. GST)** | | |  |

**G. Additional Attachments (List Below):**

* Cash/ cheque (bank and cheque number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \**please delete accordingly*
* Carbon copy receipts (Receipt number: from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_)/ ticket stubs/ coupons \**please delete accordingly*
* Event Financial Report (if applicable)

**H. Submitted by:**

|  |  |  |
| --- | --- | --- |
|  | |  |
| Signature & Date | |  |
| Name: |  |  |
| Student ID: |  |  |
| Designation: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **I.** | **Acknowledged by**  **Office of Student Life** | |  | **J.** | **Received by**  **Office of Finance** | |
| Signature & Date | | |  | Signature & Date | | | |
| Name: | |  |  | Name: | |  |

**K. Cash**

|  |  |  |  |
| --- | --- | --- | --- |
| **Denomination** | **Quantity** | **Sub-Total** | **Verification** |
| **$ 100** |  |  |  |
| **$ 50** |  |  |  |
| **$ 10** |  |  |  |
| **$ 5** |  |  |  |
| **$ 2** |  |  |  |
| **$ 1** |  |  |  |
| **$ 0.50** |  |  |  |
| **$ 0.20** |  |  |  |
| **$ 0.10** |  |  |  |
| **$ 0.05** |  |  |  |
| **Total** |  |  |  |