Please attach the original receipt here.

* It is to certify that the expenses are paid by our organization and that the above receipts are true and accurate. The goods / services procured were reasonable and necessary to the project. (Please put a “√” as appropriate)

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Name of Organisation: |  |
| Post: |  |

Points to Note:

1. Grantee's official chop must be stamped on the border line of the receipt affixed to this Form;
2. The receipt bear name of grantee, along with name, address and telephone number of the supplier, date of purchase, and descriptions of goods or services such as the item, quantity, unit price and total value;
3. If the address and contact information of the supplier are not provided in the receipt, the grantee should supplement the information in the blank space, and the Authorised Person or Designated Officer-in-charge of the project should sign and stamp with the official chop as confirmation;
4. As texts on thermal receipts or invoices are easy to fade, they have to be submitted together with photocopies.

**For requirements on detailed receipts, please refer to the Points to Note on Applications for Reimbursement of Community Involvement Fund**