AWA DISBURSEMENT / REIMBURSEMENT REQUEST

Submitted by: **Tel. / Mobile:**

Signature: **Date:**

Name to appear on Cheque (Please PRINT clearly):

1. Please ATTACH **all** original BILLS / RECEIPTS / INVOICES to this request.
2. Please ATTACH an ADDRESSED ENVELOPE with this request.

ACTIVITY / EVENT related to:	Expense ITEM	AMOUNT (HK$)
Total Amount (HK$)		

Treasurer Use Only	Sign:
Date:	Check No.:
Account Code:	Account Name: