



* Please type and print the form

Student Organization Name: 澳門大學學生會
Name of Activity: 八部行政費
Contact Person: 沈晴 Contact No.: 63816631

(for UMSU sub-organizations only)

學院學生會 學術聯會 文娛聯會 體育聯會

Activity Date: _____
Email: summershum@umsu.org.mo

Part 1: Income & Expenses Summary

Income		
Must state all cash income for the activity, except SAO Funding subsidy		
Items	Reference Number	Amount (MOP)
Total Income:		0.00
*Did the activity receive any gift or non-cash sponsorship? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <small>(If "Yes," you must submit the worksheet "Non_cash Sponsorship")</small>		

Expenses			Reserved for OSA / SDS Only
Must state all expenses of the activity, even if the receipt will not be reimbursed			
Items	Reference Number	Amount (MOP)	Approved Budget (MOP)
鼠標墊	A	305.00	
墨盒	B	63.05	
Total Expenditure:		368.05	

Apply for SAO Funding Subsidy (MOP)	
Total Approved Budget by OSA / SDS (MOP)	

For Internal Use Only:

1st Return on: Rec'd on:	2nd Return on: Rec'd on:	3rd Return on: Rec'd on:	Complete doc./Info Rec'd on:
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澳門大學
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學生發展處
Student Development Section

Part 3: The reimbursement application for the captioned activity is submitted by:

President of Student Organization
學生組織理事長
Name 姓名: 歐陽銘聰
Signature: 歐陽銘聰
簽署:

Treasurer of Student Organization
學生組織財務長
Name 姓名: 張靖
Signature: 張靖
簽署:



Date: 03/05/2018
日期: 03/05/2018
Stamp of Student Organization: 澳門大學學生會
學生組織會印:



Part 4: Payment Instruction:

In order to received the reimbursed amount, the payee must first input his/her bank account information in the University of Macau ISW (Information System Web-Services)

Name of Payee (Same as Student ID):
收款人姓名 (與學生證相同): UMSU
Student No.:
學生證號碼: N/A
Email / Contact No.:
電郵地址 / 聯絡電話: umsu@umac.mo

Verified by:

OSA / SDS: _____
Date: _____

FO: _____
Date: _____



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單據 Receipt

編號: B

收款收据 No 0916611

戶名稱: 澳門大學學生會 2018年 3月 13日

品名及規格	單位	數量	單價	金額				備註						
				百	十	千	百		十	元	角	分		
粉盒	个	1					49							
合計金額(大写)				佰	拾	萬	仟	佰	肆	拾	元	角	分	肆

青联紙品



二、客户

單位盖章

收款人

开票人



總額 Total:	Currency	Amount	x	Exchange Rate	-	Amount (MOP)
	RMB	49.00	x	1.28680	-	63.05
人數 Participants:	N/A					
單據日期 Receipt Date:	2018.3.13					
備註 Remarks:	打印機粉盒					

*若單據並沒有涉及特定人群，可在填寫人數的空格內填上N/A

*若單據上未有清楚列明所購買的物品明細，則需於備註寫上