



A. Receipt Book Standing Order

Receipt books can be collected from the SMUSA Hub at the availability of the SMUSA Deputy Finance Secretary.

Please email the following details to a.finance@sa.smu.edu.sg at least 5 WORKING DAYS before your collection:

1. Intended usage of the receipt books (e.g. Selling of Merchandise/ Tickets/ Fund Raising Items).
2. Number of Receipt books needed.
3. Estimated duration of usage and return of receipt books date.
4. Person in-charge of the receipt books.

Please follow the procedure listed below during your collection:

Step 1: Print the Receipt Book Loan form and fill in **ALL** the relevant portions. (Receipt Book Loan form can be found in the Dropbox link below)

Step 2: Ensure SMUSA Deputy Finance Secretary checks and signs beside your record upon collection of receipt books.

Step 3: Check that the number of receipt books given is correct and the serial number on the receipt book(s) tally with that on the form.

Step 4: Check the receipt book given is completely new and in good condition.

Things to Note:

- SMUSA Finance Department holds the right to **not entertain** any request for receipt book loan **not submitted** at least 5 working days in advance.
- Each receipt book can be used for **one event only** (No two events should be in the same receipt book). For the same event, please **finish using one receipt book** before moving on to the next one.
- All receipt details need to be typed and attached when returning the receipt book.

- The SMUSA Receipt Books should only be **requested and collected by the CBd/CCA FINSECs or President**, subjected to extraordinary exceptions.
- The SMUSA receipt books are considered to be highly sensitive financial documents. All clubs/societies must pay their due diligence to ensure that the integrity of the SMUSA receipt books is not compromised in any way.
- The maximum loan period for a receipt book is **4 months** from the date of loan.
- If in any case, it is found that any club/society is found to be inappropriately issuing out the official SMUSA receipts, the person and club/society will be severely dealt with **according to the penalty system highlighted in B**. Please follow the procedure list below **during** your return:

Step 1: Please drop an email to a.finance@sa.smu.edu.sg for returning used and unused receipt books to the SMUSA Finance Department **within one week** after your event.

Step 2: Return Annex N/N2 (N2 for OCSP events) together with the receipt books. Please ensure Annex N/N2 is filled in properly.

Annex N/N2 can be downloaded from the following link:



<https://drive.google.com/drive/folders/1CuABiJG7kxwZNzh5YXiBp-bjJJRa7sdz>

Step 3: Sign beside your record after the return.

Step 4: Ensure SMUSA Finance Representative on duty checks and signs beside your record.

Filling in the receipt:

- 1) All blank fields of the receipt **MUST** be filled in the following format with the exception for the GST portion.

 SMU STUDENTS' ASSOCIATION	OFFICIAL RECEIPT
Received from: Full name of Payee	No: SA
The sum of dollars: Twenty Dollars only	Date: DD/MM/YY
Being payment of: Item name/Merchandise name (Project/Event name)	 STUDENTS' ASSOCIATION COUNCIL
S\$ 20.00	
Cash / Cheque No.	
Inclusive of GST: (\$)	
81 Victoria Street Singapore 188065	Singapore Management University GST Reg. No:2000002672

B: Penalty System (with effect from 1st January 2018) (not applicable to OCSPs):

The following violations of the standing order will be considered a strike:

- 1) Requests that are submitted less than 5 working days in advance before the intended usage time.
- 2) Receipt Book Loan form is not submitted during the collection of receipt books.
- 3) Annex N, together with a photocopy of the revenue receipt (only for clubs and CBds under SMUSA) is not submitted during the return of receipt books.
- 4) Annex N does not reflect accurately the receipts issue for the event, and the total revenue.
- 5) The number of receipt books returned does not tally with the number of receipt books loaned.
- 6) The requested receipt books are used for more than one event in one loan.
- 7) Receipts are not filled up strictly in the format shown above.
- 8) Receipt books are not returned within 2 weeks after the event is completed.

The Receipt Books Standing Order will adhere to one 1 ban cycle of 1st January to 31st December of the ensuing year.

The strike system is as follows:

	Penalty	Duration
Strike 1	The strike committed by the club/CBd will be noted down by the SMUSA Finance Department for future reference. A warning email will be sent to the Club/CBd.	With immediate effect.
Strike 2	The Club/CBd will be imposed a fine of \$20 and it will be deducted from the Club/CBd's CA within 3 working days.	With immediate effect.
Strike 3	The Club/CBd will be imposed a fine of \$25 and it will be deducted from the Club/CBd's CA within 3 working days.	With immediate effect.

For any queries regarding collection/return of SMUSA receipt books, please email a.finance@sa.smu.edu.sg.



SINGAPORE MANAGEMENT UNIVERSITY STUDENTS' ASSOCIATION

Loan of SMUSA Receipt Book(s)

The following receipt book(s) as listed by the serial code :

Is taken over on _____ (date) by _____ (name) on behalf of _____ for the intended usage of _____ and is estimated to be returned to SMUSA by _____ (date).

Upon this loan of the following SMUSA receipt book(s), I understand that all the rights and obligations concerning the receipt book(s) listed are transferred to _____ (name and club) from _____ (date of issue) to _____ (date of return). However, I do understand and acknowledge SMUSA has the prevailing ownership and authority over the usage of the receipt book.

The abovementioned receipt book(s) are collected at SMU Students' Association Office (place) on _____ (date).

Surrendered by,

Taken over by,

..... (Date) (Name) (Designation)

..... (Date) (Name) (Designation)

Please print out this page only.