



For office use only
Cheque:

SINGAPORE MANAGEMENT UNIVERSITY ALUMNI ASSOCIATION

(SINGLE PAYEE)

Payee Name as per Bank Account _____ Contact number _____

Address _____

SETTLEMENT BY:		Cross (X) accordingly	
(A) TYPES OF PAYMENT		(B) WAYS TO RECEIVE CHEQUE	
1. Crossed Cheque	(X)	1. Mail Cheque to address above	()
		2. Collect Cheque at	()
		B3 Office # B1-61	
		SIS BLDG, SMU	
		10am-6pm Mon-Fri except PH	
Total Amount Payable _____			
Claim Description _____			

Prepared By/Date:		Approved By/Date:	
_____		_____	

For Finance's use only

<u>GL Account</u>	<u>Tax Code (specify if exempted)</u>	<u>Amount (\$)</u>	Verified By:
			Cheque:
Total Payable:			