

UNION FINANCE COMMITTEE
THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL

APPLICATION FORM FOR CAPITAL INVESTMENT FUND

GUIDELINES

1. Applicant should submit this application form four weeks before the purchase to sufs@hku.hk OR the Union Office, together with at least 3 quotations for each item, and the latest bank statement of the sub-organization with account balance.
2. A receipt shall be submitted to sufs@hku.hk OR the Union Office within four weeks after the purchase.
3. The approved amount of fund will only be transferred when the receipt is received.
4. Applicant may be required to present in UFC meeting in person.
5. Attach extra papers if needed.
6. The maximum amount granted to each sub-organization each fiscal year is **\$5,000**.

SUB-ORGANIZATION'S INFORMATION

Name of Sub-organization:

Annual Membership Fee: \$

Name of Bank Account:

AMOUNT OF CAPITAL INVESTMENT FUND APPROVED WITHIN THIS FISCAL YEAR

Item	Amount (\$)	Date
TOTAL:		

