



香港城市大學學生會

**City University of Hong Kong Students' Union**

Flat B, 6/F Spark City Cheung Sha Wan, 124-126 Castle Peak Road, Sham Shui Po, Kowloon

To : \_\_\_\_\_

Date : \_\_\_\_\_

From : \_\_\_\_\_

Ref. No. : \_\_\_\_\_

**Certification of the Enclosed Payment Supporting Documents**

We, \_\_\_\_\_ (President of \_\_\_\_\_ AC / Society / RA) and  
\_\_\_\_\_ (Financial Secretary of \_\_\_\_\_ AC / Society / RA), would

hereby certify that the enclosed statement(s) is/are correct and so an amount of  
HKD \_\_\_\_\_ (Cheque No. \_\_\_\_\_) of activity \_\_\_\_\_.

Payable to \_\_\_\_\_

Description \_\_\_\_\_

Remark \_\_\_\_\_

Thank you for your kind attention.

\_\_\_\_\_  
(Financial Secretary)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Authorized Chop

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Checked by