AALTO-YLIOPISTON
SÄHKÖINSINÖÖRIKILTA

Application for money

1 Instructions

Filling up the application for money: 1) Fill up information in the field "information". 2) Write the purchases from receipt 1 (e.g. food for a party or office supplies) on line 1 under the section "goods or services acquired. If there are multiple receipts, write the purchases from each receipt on a separate line. 3) In the "purpose" section indicate the event or use for which the purchases were made (e.g. refreshments for a sauna evening or products for sale in the guild room).

Returning of the application and the receipts: name the application in the style of:

"DD_MM_YYYY_EVENT_WHATWASBOUGHT.pdf"
And the receipts:

"DD_MM_YYYY_EVENT_WHATWASBOUGHT_RECEIPTNUMBER.pdf"
Example: "19_08_2025_Food_for_sitsis.pdf" and receipt: "19_08_2025_Food_for_sitsis_1.pdf"

2 Information

Name . . . . _____

IBAN . . . . _____

Date . . . . _____

3 Goods or services acquired

	Goods/service acquired	Price
1		
2		
3		
4		
5		
	Total:	

Purpose

4 Treasurer fills

Budget. . . . . _____

Approved in SIKH . . . _____

Paid . . . . _____