



BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.

199 Chambers Street. Rm S230

New York. N.Y. 10007

Phone: (212) 220-8163

Documents to be turned in after the event has happened

Receipts

Original receipts must be turned into the BMCC Association Business Office in room S-230. This is required when checks are made payable to the chaperone for the off-campus event. Failure to provide receipts for ELIC events will prohibit your future access to ELIC funds.

Event attendance

After the event has taken place, a copy of the group attendance sheet must be submitted to the BMCC Association Business Office in room S-230. Failure to provide attendance sheets for ELIC events will affect your access to ELIC funds in the future.

I understand that all receipts related to the event as well as a copy of the group attendance sheet must be submitted to the BMCC Association Business Office **no later than 7 calendar days after the event.**

Name

Signature

Date