



**BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.**

199 Chambers Street. Rm S233

New York. N.Y. 10007

Phone: (212) 220-8163

Documents to be turned in after off-campus event has happened

**Receipts**



Original receipts must be turned into the office. This is required when checks are made payable to the chaperone for the off-campus event.

**Group attendance**



After the event has taken place, a group attendance sheet must be submitted to the BMCC Association Business Office.

I understand that all receipts related to the off-campus event as well as a copy of the group attendance sheet must be submitted to the BMCC Association Business Office **no later than 3 business days after the event.**

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Name

Signature

Date