



A. M. D. G.  
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**"MAGIS" 2019-20 Project Form**

Serial Number: MAGIS1920-

Before the Event – send to Mrs. Sharon Hui & keep your own copy	
Project Title	
<i>Brief description</i>	
Improvement Area	
Budget	
Submitted by	<i>on</i>
Signature	
After the Event(s) – complete this portion <i>at your own copy &amp; send</i> to Mrs. Sharon Hui	
<b>Short Report</b> Forward a report on reflection of what you have achieved and learnt from this event for record. You may include photo-taking & video recording for sharing on the Intranet.	
<i>Actual Expenditure With receipts</i>	
For Administration Only	
Approved by	Date:
Reimbursement	Yes / No Date: <span style="float: right;"><i>by</i></span>
Received by	<i>On</i>
Signature	