

Checklist of Documents Required From The School

	Document	Please tick if document has been submitted	FOR OFFICIAL USE ONLY
1.	<p>IES Application Form (Soft Copy)</p> <p>The school scans the completed stamped and signed IES Application Form, and emails it to MoneySense (moneysense@mas.gov.sg).</p> <p>OR</p> <p>School includes e-signature on the IES Application Form and includes the authorised signatory in the cc list when emailing the form to MoneySense (moneysense@mas.gov.sg) for verification purposes.</p> <p>Note: Please do not submit a hard copy.</p>		
2.	<p>Certified True Copy of Invoice from Vendor</p> <p>For reimbursement, kindly ensure the following:</p> <p>a. The invoice includes a proper description of the programme title, date(s) of the programme and clear computation of cost.</p> <p>b. The invoice must be a “Certified True Copy” by the school i.e. officially stamped and signed by an authorised signatory.</p> <p>c. If a GeBIZ invoice is submitted, please either include the Payment Record Form or the vendor’s email to the school that state these details: programme date(s), cost per pax, number of students and total amount billed.</p>		
3.	<p>Vendor-has collated results of students’ feedback using this MoneySense School Grant Scheme Feedback Form (For Students)</p> <p><u>Template for Collated Results for Students</u></p> <p><u>Template for Students</u></p> <p>Vendor may incorporate other feedback questions for students as well but should minimally include the questions in this template.</p>		
4.	<p>MoneySense School Grant Scheme Feedback Form (For Teachers) – please submit at least one feedback form.</p>		

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	Template for Collated Results for Teachers Template for Teachers		
5.	<p>Class Attendance Lists of Students (Please submit in Excel format)</p> <p>Include list of students under MOE FAS who had attended the programme (if applicable).</p> <p>The number of attendees (including total number of students and MOE-FAS students, etc) must match the numbers in the Claim Details Form and Summary of Attendance Details.</p>		

Please email all the above documents to: moneysense@mas.gov.sg.

Please do not submit hard copy applications.