



(Company No.: 198301005980)

ICT EQUIPMENT CHECKLIST FORM FOR REIMBURSEMENT OF COMPUTER ALLOWANCE 2026

Staff Name	:		Staff ID	:	
Designation	:		K/C/D/I/O/M	:	
Email	:		Contact No.	:	
Application Type (Please tick where applicable)					
☐	Reimbursement for new staff/contract staff/report duty upon completion of study leave (PhD). • Please attach the relevant supporting documents (e.g. official letter)				
☐	Reimbursement of more than 5 years (60 months) computer allowance claim. Date of Previous Claim : /..... /..... (Please verify with Finance Division/Administrative Office)				
Staff Declaration					
I hereby certify that the above statements are true and correct. I understand that a false statement may disqualify me for benefits and may subject to the IIUM staff disciplinary action. Staff Signature: _____ Date: _____ Official Stamp: _____					
Recommendation and Approval					
Recommended by (Dep. Director/Sen. Asst. Director/Asst. Director of K/C/D/I/O/M) : Signature: _____ Official Stamp: _____ Date: _____			Approved by (Dean/Director of K/C/D/I/O/M): Signature: _____ Official Stamp: _____ Date: _____		
For Finance Division Use Only					
Verified by (Head of Zone, Finance Division/ Finance Representative): Signature: _____ Date: _____ Official Stamp: _____					



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
REIMBURSEMENT FOR STAFF COMPUTER ALLOWANCE

1. THE APPLICANT

.....		
Name		
.....		
Home Address		
.....		
.....		
Staff No.	Designation	I/C/ Passport No.
.....		
.....		
Ext. No	Handphone No.	Email
.....		
.....		
Kulliyah/Department/Centre/Institute		Years of service
.....		
.....		RM
Status of employment	If contract – please	Total claim amount
(<i>Permanent/Contract</i>)	state expiry	

2. COMPUTER ALLOWANCE TERMS AND CONDITIONS

- i. The maximum reimbursement amount is **RM3,000.00** or price of the equipment, whichever is lower.
- ii. For staff on contract, the staff may retain the laptop subject to completion of a minimum of **two (2) years of service**. If the service is less than two (2) years, a prorated amount based on the purchase value over a 24-month period shall be payable should the staff wish to retain the laptop.
- iii. The payment will be made directly to the staff upon receipt of evidence of payment.
- iv. Payment by credit card or cash, with the credit card slip transaction or cash receipt from the supplier, will be accepted for reimbursement.
- v. Computer entitlement is subject to the Policy on Computer and Printer Entitlement and the Guidelines for Computer and Printer Entitlement for IIUM Staff.
- vi. Approved equipment consists of items stipulated under the Guidelines on Computer Allowance for IIUM Staff.

- vii. Claim for reimbursement must be made once within the same year of eligibility.
- viii. Any obsolete, University-owned equipment (if applicable) must be returned to the asset liaison officer of the respective KCDIO.

Applicant's signature

Date

Official Stamp

3. FOR APPROVAL

(Recommendation by: Deputy Dean / Deputy Director / Senior Assistant Director / Assistant Director K/C/D/I/O/M)

(Approval by: Dean / Director K/C/D/I/O/M)

Recommended by
Official Stamp:

Date:

Approved by
Official Stamp:

Date:

4. DOCUMENTS REQUIRED

Please attach:

- i. Application form
- ii. Photocopy of staff card
- iii. Photocopy of I/C
- iv. Original cash receipt / original credit card slip transaction

INFORMATION TECHNOLOGY DIVISION

LETTER OF UNDERTAKING FOR COMPUTER ALLOWANCE

I,..... Identity Card / Passport No.....

having an office address at

.....

declare that I have received reimbursement of RM (Cheque No., Payment Voucher, Date) for the Purchase of model & serial number which is a facility granted by the University in lieu of computer entitlement as provided the International Islamic University Malaysia (hereinafter referred as "the University").

(Hereinafter referred to as 'Equipment'); and with the serial no. of.....

I hereby undertake that I shall —

1. agree to relieve the University from any obligation to provide equipment to the staff members unless the University management decides otherwise;
2. acknowledge that the Equipment has been received and accept such Equipment 'as is' on the terms and conditions set forth in this letter of undertaking and related Policy for Computer and Printer Entitlement and Guideline for Computer Allowance for IIUM Staff;
3. agree to use the Equipment in accordance with the University's acceptable use policies and never use the Equipment in a way that is illegal, immoral or inappropriate;
4. agree to be responsible on the safety and security of the Equipment;
5. agree to make the Equipment available to the representatives of the University for audit purposes upon three (3) days' oral or written notice;
6. acknowledge that the staff owns the Equipment subject to Policy for Computer and Printer Entitlement;
7. agree to bear the cost of loss or damage to the Equipment during the term of the period undertaking that is 5 years from the date of eligibility of computer allowance ;
8. agree to ensure that the technical specification of the Equipment complies with the University's ICT infrastructure requirements;

9. agree and acknowledge that with the conferment of the computer allowance entitlement, the performance of official duties is sustainable at any point of time; and
10. agree to ensure the confidentiality of any University data/information stored in the computer is preserved at all times.

This Letter of Undertaking (LOU) constitutes the entire agreement between the University and the Staff and there are no other agreements, written or oral, with respect to subject matter hereof.

I fully understand that if I commit a breach of this Undertaking, I shall be liable to a disciplinary action or other appropriate action as determined by the University.

Signature of Staff :
Name of Staff :
Designation / Staff No. :
Kulliyah/ Centre/ Division/Institute (K/C/D/I):
Date Received :

Name of Equipment :
Model of Equipment :

Witnessed by:

Director / Deputy Director / Senior Assistant Director / Assistant Director from
Kulliyah / Centre/ Division / Institute (K/C/D/I).

Signature :
Name :
I/C / Passport :
Date :