الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا

APPLICATION FOR STAFF COMPUTER FINANCING SCHEME

1. THE APPLICANT

_____
Name

_____
Home address

_____   _____   _____
Staff no.   Position   I/C / Passport no.

_____   _____   _____
Ext no.   H/p no.   Email

_____   _____
Kulliyyah / Department   Years of service

                                                              RM_____
_____   _____
Status of employment (Permanent / Contract)   If contract – please state expiry date   Financing required

2. COMPUTER FINANCING SCHEME TERMS & CONDITIONS

1. The maximum financing is RM 5,000.00 or price of the computer, whichever is lower
2. Payment will be made to the supplier upon receipt of the invoice from them
3. Only payment by credit card with the credit card slip transaction as a proof of payments will be accepted for reimbursement
4. Approved items consist of approved computer hardware and software.

_____   _____
Applicant's signature   Date

3. FOR FINANCE DIVISION

_____   _____
Recommended by: Approved by:

4. DOCUMENTS REQUIRED

Please attach:

(A) Payment to supplier / Company

(1) Application form
(2) Photocopy of one-month pay slip
(3) Photocopy of I/C
(4) Original quotation
(5) Photocopy of staff card

(B) Reimbursement to the staff

(1) Application form
(2) Photocopy of one-month pay slip
(3) Photocopy of I/C
(4) Original Credit card transaction slip
(5) Photocopy of staff card