

**PAYMENT APPROVAL FORM**

|  |  |  |
| --- | --- | --- |
| **K/C/D/I/O**  | : | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Payable to | : | Click or tap here |
| Staff /Matric No | : | Click or tap here |  |  |  |
|  |  |  |  |  |  |
| Name of Bank | : | Click or tap here | Account No | : | Click or tap here |
|  |  |  |  |  |  |
| *(For* ***non IIUM Staff*** *please enclose a copy of bank statement)* |  |
| Budget | : | OPERATING TRUST OPERATING TRUST XXX STUDENT ACTIVITY TRUST  |
| Account Code | : | Click or tap here. |  |  |  |
| Project Code (if any) | : | Click or tap here |  |  |  |

|  |  |  |
| --- | --- | --- |
| **NO.** | **PAYMENT FOR** | **AMOUNT (RM)** |
| 1. | Click or tap here to enter text. | Click here |
| 2. | Click or tap here to enter text. | Click here |
| 3. | Click or tap here to enter text. | Click here |
| 4. | Click or tap here to enter text. | Click here |
| **TOTAL AMOUNT** | Click here |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requested by: |  |  | Checked by: |  |  |
|  |  |  |  |  |
| Official Stamp | : |  |  | Administrative Officer |  |  |
|  |  |  |  | Official Stamp  | : |  |
| Ext. No  | : |  |  |  |  |  |
| Date | : |  |  | Date | : |  |
|  |  |  |  |  |  |  |
| Approved by: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Dean/Director  |  |  |  |  |
| Official Stamp  | : |  |  |  |  |
|  |  |  |  |  |  |
| Date | : |  |  |  |  |

1. **All claims and reimbursement must be submitted within 3 months from the date of invoice/receipt**
2. **The supporting documents must be certified by authorized officer.**