

**PAYMENT APPROVAL FORM**

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: |  | |  |  |  | | |  |  | | | |
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|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
| 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.**