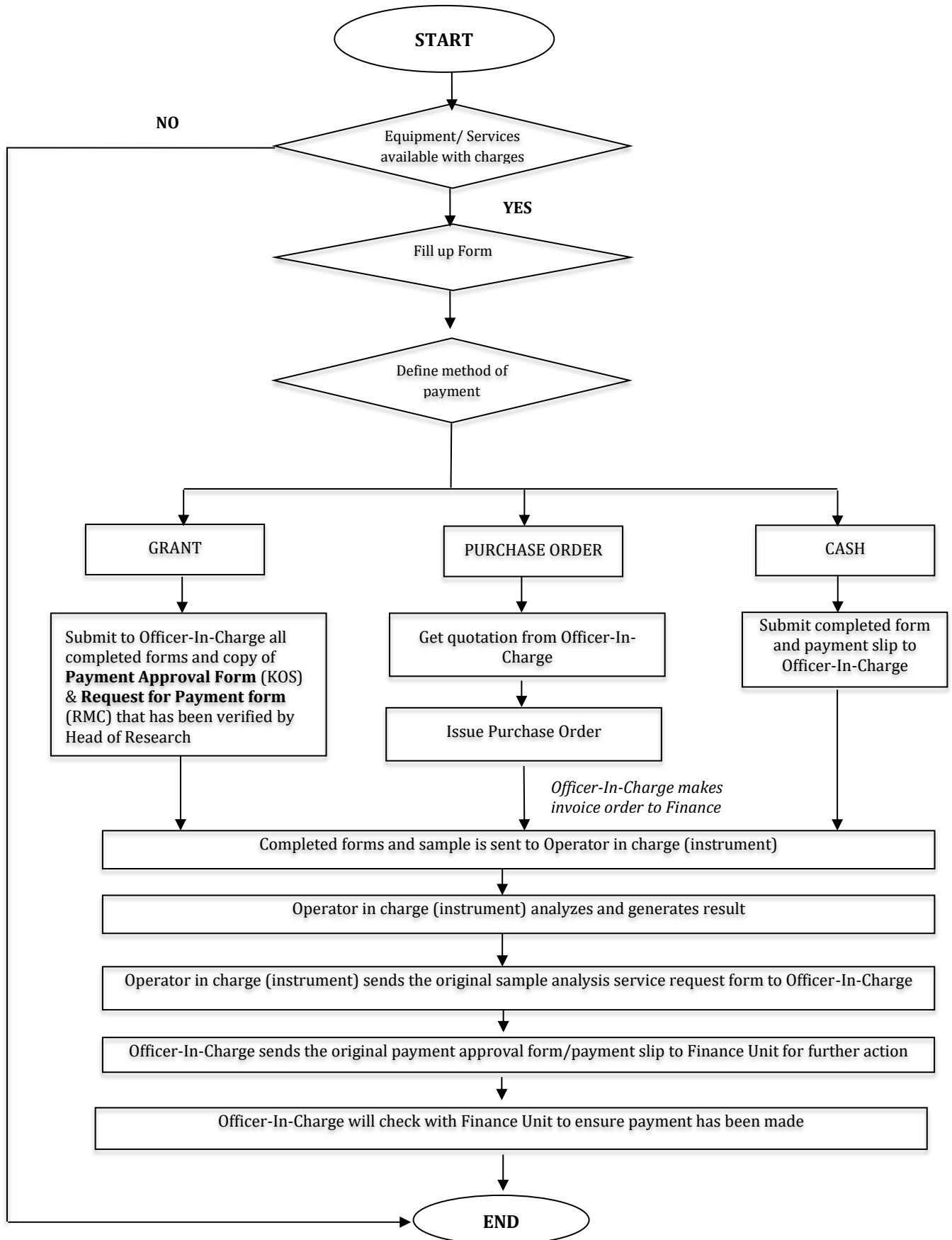




FLOW CHART OF BOOKING EQUIPMENT FOR SAMPLE ANALYSIS





1. Forms to be filled in:-

TYPE OF PAYMENT		
Grant	Purchase Order	Cash
Sample Analysis Service Request Form (KOS/FS/SRF/01)	Sample Analysis Service Request Form (KOS/FS/SRF/01)	Sample Analysis Service Request Form (KOS/FS/SRF/01)
Payment Approval Form (KOS/FS/PAF/01)	Request Quotation Form (KOS/FS/RQF/01)	Payment Approval Form (KOS/FS/PAF/01)
Request for Payment Form (RMC website)	Acceptance Form/Reply Slip (Attached to Quotation)	

2. Method of payment:

- a) Cheque payable to : IIUM Kuantan
- b) Cash / TT payable to : Bank Muamalat Malaysia Bhd (Acc. No.: 060-1000-2738-719)
- c) **Account Journal* : Kulliyah of Science Trust Fund (160-H78102)
*(*only for agencies within IIUM)*

- 3. Terms and Conditions are subjected to submission of completed forms, waiting list of existing samples and instrument condition.
- 4. The result shall not be reproduced wholly or in parts and no reference shall be made by the client to Kulliyah of Science, IIUM or to the report or results furnished by Kulliyah of Science, IIUM in any advertisements or sales promotion.
- 5. Replicates are considered as sample.