

DOCUMENTATION FOR PAYMENT PROCESS

NO.	TYPES OF PAYMENT	PURPOSE OF PAYMENT	PAYMENT DETAILS	FORM TO FILL UP FOR PAYMENT	ATTACHMENT	ACTION TO BE TAKEN	REMARK	
1	PO PAYMENT	Supplies/Maintenance			Invoice DO Copy of PO (red copy)	Verified by Authorized Administrative Officer Acknowledged by receiver with official stamp	DD/ SAD/ AD Staff incharged	
2	DIRECT PAYMENT	Vehicle maintenance		Work Order Payment Approval Form (Approved by Dean)	Invoice Service Report from Service Centre / Quotation	Verified by Authorized Administrative Officer Verified by Authorized Administrative Officer	DD/ SAD/ AD DD/ SAD/ AD	
3		Water Dispenser		Payment Approval Form (Approved by Dean)	Proforma Invoice Service Report (after service rendered)	Verified by Authorized Administrative Officer	DD/ SAD/ AD	
4		Catering	Refreshment for meeting		Payment Approval Form (Approved by Dean)	Invoice Refreshment Order form Invitation/Email /Other Correspondence	Verified by Authorized Administrative Officer Approved by Officer in Charged	DD/ SAD/ AD DD/ SAD/ AD
			Refreshment for program		Payment Approval Form (Approved by Dean)	Invoice Refreshment Order form/ PO/ LOU Approved Proposal	Verified by Authorized Administrative Officer Approved by Officer in Charged	DD/ SAD/ AD DD/ SAD/ AD
5		Reimbursement	Program/Event		Payment Approval Form (Approved by Dean)	Receipt with company stamped Approved Proposal	Verified by Authorized Administrative Officer	DD/ SAD/ AD
			Computer Allowance		Computer Allowance Reimbursement form ITD Equipment Checklist	Letter of Undertaking for computer allowance Original cash receipt (with detail of equipment purchase)/ original credit / debit card slip transaction Photocopy of staff card Photocopy of IC	Signed by staff and witness Approved by Dean/ Director	Staff and witness Dean/ Director
			Professional membership		Payment Approval Form (Approved by Dean)	Receipt / Proof of payment (with detail of membership)	Verified by Authorized Administrative Officer	DD/ SAD/ AD
			Conference fee		Payment Approval Form (Approved by Dean)	Receipt/ Proof of payment Approved application for attending/ presenting paper to the conference	Verified by Authorized Administrative Officer Approval according to authority	DD/ SAD/ AD
			Catering		Payment Approval Form (Approved by Dean)	Receipt/ Proof of payment Invitation/Email /Other Correspondence	Verified by Authorized Administrative Officer	DD/ SAD/ AD
6		Petty Cash	Recoupment		Statement of Petty Cash Expenses Online Petty Cash Forms Receipts with supporting documents	Approved by Dean/ Director Verified by Authorized Administrative Officer Verified by Administrative Officer	Dean/ Director DD/ SAD/ AD DD/ SAD/ AD	
7	Graduate Research Assistant (GRA)	1st Payment		Claim form	Letter of appointment Copy of bank account/statement Attendance Sheet	Approved by Dean/ Director	Dean/ Director	
		2nd Payment onwards		Claim form	Letter of appointment Attendance Sheet	Approved by Dean/ Director	Dean/ Director	

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8		Travelling Claim		Online application - Travelling Claim (approved by Dean/ Director)	Tentative program/ Invitation meeting Supporting documents i.e. Toll, receipts. (For oversea travelling) Please attached Attending Oversea Conference form and MOE form Lampiran A and Lampiran A1	Recommended by Immediate Supervisor	Supervisor	
9		Miscellaneous Advancement		Online application -Miscellaneous Advancement (approved by Executive Director Finance Division or his representative)	Approved proposal	Approval according to authority		
10		School fees (Educational allowance)		Payment Approval Form (Approved by Dean)	Invoice Letter of Contract	Verified by staff	Dean & Staff	
11		Honorarium	Advisor/Assessor/Examiner/ Speaker/Facilitator	Payment Approval Form (Approved by Dean) / Listing of recipients	Letter of appointment Copy of bank account (for non-IIUM) Approved proposal	Signed by the relevant authority		
12			Part-time Lecturer	Part Time Lecturer form	Letter of appointment Attendance Sheet	Signed by Dean/ Director		
13		Leasing		Payment Approval Form (Approved by Dean)	Invoice Delivery Order Copy of Letter Award (1st Payment)	Verified by Authorized Administrative Officer Signed and stamp by recipient		
14		Rental		Payment Approval Form (Approved by Dean)	Invoice LOU	Verified by Authorized Administrative Officer	DD/ SAD/ AD	
15		Venue / Accomodation	Approved program /event	Payment Approval Form (Approved by Dean)	Invoice/Receipt Letter of Undertaking Approved Proposal / Appointment Letter / Note of instruction / Invitation letter	Verified by Authorized Administrative Officer Signed by Dean/ Director Approved according to authority	DD/ SAD/ AD Dean/ Director	
16		Flight ticket	Approved program /event	Payment Approval Form (Approved by Dean)	Invoice/Receipt Letter of Undertaking Approved Proposal/ Appointment Letter / Note of instruction / Invitation letter	Verified by Authorized Administrative Officer Signed by Dean/ Director Approved according to authority	DD/ SAD/ AD Dean/ Director	
17		Flight ticket	Air-Fare to Visit Home Region (Sabah/Sarawak)	Payment Approval Form (Approved by Dean)	MSD Approval Letter Letter of undertaking Invoice/Receipt	Approved by MSD Authority Signed by Authorized Administrative Officer Verified by Authorized Administrative Officer	MSD Authority DD/ SAD/ AD DD/ SAD/ AD	
18		Flight ticket / Shipment	Completion of contract	Payment Approval Form (Approved by Dean)	Request For Air Ticket Entitlement Letter of undertaking Invoice/Receipt	Approved by Dean/ Director Signed by Authorized Administrative Officer Verified by Authorized Administrative Officer	Dean DD/ SAD/ AD DD/ SAD/ AD	
19		Gratuity for contract staff			IIUM Clearance letter Letter Completion of Contract/ Letter Shortening of Contract Clearance letter Income Tax Copy of gratuity calculation	Approved according to authority Approved by Dean/ Director		
20		Gratuity for contract to permanent (Administrative staff)			Letter of appointment to permanent basis from MSD Copy of gratuity calculation	MSD Authority Approved by Dean/ Director		
21		JOURNALIZE PAYMENT	KCDIO to Finance Office			Request letter to journalize payment, Payment advice / Instruction of payment Approved proposal / minutes of meeting	Verified by Authorized Administrative Officer Approved according to authority	DD/ SAD/ AD
22			Using research grant			Request letter to journalize payment RMC Request Payment form For Conference: Please attached application form for attending conference	Verified by Authorized Administrative Officer Relevant Authority Approved from RMC	