

###### **Finance Division**

**International Islamic University Malaysia**

**MEMORANDUM**

From :

Date :

To :

TO:

### Assalamualaikum wrt wbt

**Request for Key-In of “One-Time” Supplier/Trainer/Consultant/Student/Staff/Update for E-Payment in Oracle Financial System**

Type of Registration:

( please tick ( √ ) whichever applicable)

|  |  |
| --- | --- |
| Supplier  Trainer / Consultant  Student | Landlord  Update for E-Payment  Activate the Vendor |

Details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Address** | **Account Number** | **Bank** | **Tel & email address** |
|  |  |  |  |  |  |

Justification:

Requested By: Recommended By:

*Note: Please attach the relevant documents together with this form to support your request.*