

PAYMENT APPROVAL FORM

KCDIOM: KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES

CHECKLIST

GENERAL DOCUMENTS FOR PAYMENT

<input type="checkbox"/>	Verified Original Invoice/Receipt
<input type="checkbox"/>	Approved Proposal & Financial Report (if any)
<input type="checkbox"/>	Trust Fund Minute Meeting (if any)

TYPE OF PAYMENT

(please tick accordingly)

DIRECT ADVICE

<input type="checkbox"/>	Registered IIUM Vendor
<input type="checkbox"/>	Appointment Letter <i>(for Honorarium)</i>
<input type="checkbox"/>	Refreshment Order Form & Invitation Letter
<input type="checkbox"/>	LHDN Tax Clearance Letter <i>(for Gratuity)</i>
<input type="checkbox"/>	IIUM Clearance Form <i>(for Gratuity)</i>
<input type="checkbox"/>	Contract Staff Appointment Letter <i>(for IIUM School Fees)</i>
<input type="checkbox"/>	Copy of bank account <i>(for individual, non-IIUM staff)</i>
<input type="checkbox"/>	Copy of passport <i>(for individual)</i>

REIMBURSEMENT

<input type="checkbox"/>	Complete ITD Computer Allowance Form
<input type="checkbox"/>	Appointment Letter <i>(for New Staff)</i>
<input type="checkbox"/>	Certificate for IR/CEng/PEng <i>(KOE Only)</i>
<input type="checkbox"/>	Overseas Conference Form & Lampiran A
<input type="checkbox"/>	Air Fare to visit Home Region
<input type="checkbox"/>	MSD approval for attending external training form
<input type="checkbox"/>	Invitation/Email /Other Correspondence

PETTY CASH

<input type="checkbox"/>	Petty Cash Claim Form
<input type="checkbox"/>	Petty Cash Statement (Report)

PO PAYMENT

<input type="checkbox"/>	Invoice
<input type="checkbox"/>	Copy of PO
<input type="checkbox"/>	DO/Service Report

CONTRACT/LEASING/RENTAL

<input type="checkbox"/>	DO/Cert. of Completion/Practical Completion
<input type="checkbox"/>	Letter of Award
<input type="checkbox"/>	Financial Report
<input type="checkbox"/>	Service Report - Works/Services

FACILITIES MANAGEMENT

<input type="checkbox"/>	Verified Summary of KPI Deduction
<input type="checkbox"/>	Details of Agreed Deduction
<input type="checkbox"/>	Minutes Meeting

LAND MATTERS (Quit Rent, Tax Assesment, Lease, etc)

<input type="checkbox"/>	Verified bill
<input type="checkbox"/>	Summary of quit rent/ tax assesment (if any)
<input type="checkbox"/>	Lease Agreement (Lease only)

UTILITIES

<input type="checkbox"/>	Verified bill
--------------------------	---------------

WASTE MANAGEMENT

<input type="checkbox"/>	Verified Report
<input type="checkbox"/>	Copy of LOA
<input type="checkbox"/>	Complete Consignment Note

SAVING PROJECT

<input type="checkbox"/>	Verified report by FMS technical staff (Energy & Water Saving)
<input type="checkbox"/>	Copy of LOA

PAYMENT'S PARTICULAR

1) PAYABLE TO (NAME)	STAFF NAME/ SPEAKER'S COMPANY NAME		
2) STAFF / STUDENT MATRIC NO. (if any)		3) PHONE NO.	
4) BANK DETAILS	Bank Name		
<i>(For non-IIUM Staff (individual), please enclose a copy of bank account)</i>	Account No.		
	SWIFT / IBAN Code (if any)		

5) SOURCE OF BUDGET	Account Code (vote) <i>eg. B29404</i>		Please left it blank if you are not sure
	Project Code (if any) (Operating / Trust / Student Fund)		
	Budget Available (RM):		
6) PAYMENT DETAILS <i>(If space is insufficient, please use attachment)</i>	DESCRIPTION		AMOUNT (RM)
	1.	Reimbursement for (Programme Name), date (Programme Date)	
	2.	Payment to speaker for (Programme Name), date (Programme Date)	
	3.		
	4.		
	TOTAL (RM)		

NOTES :

- All documents for payment must be **submitted within 3 months** from the date of financial documents *(ie. invoice/receipt and etc.)*
- The supporting documents must be **verified** by the authorised administrative officer.

DECLARATION BY KCDIOM		
Prepared by Staff KCDIOM :	Verified by Authorised Administrative Officer:	Approved by Head of KCDIOM (Dean/Director):
..... (Signature & Official Stamping) (Signature & Official Stamping) (Signature & Official Stamping)
Name : _____	Name : _____	Name : _____
Date : _____	Date : _____	Date : _____
Ext. No. : _____	Ext. No. : _____	Ext. No. : _____

FOR FINANCE USE	
DOCUMENT STATUS :	COMPLETE / INCOMPLETE
REMARK :	
DATE :	