



(Company No.: 198301005980)

ICT EQUIPMENT CHECKLIST FORM FOR REIMBURSEMENT OF COMPUTER ALLOWANCE 2026

Staff Name	:		Staff ID	:	
Designation	:		K/C/D/I/O/M	:	
Email	:		Contact No.	:	
Application Type (Please tick where applicable)					
☐	Reimbursement for new staff/contract staff/report duty upon completion of study leave (PhD). • Please attach the relevant supporting documents (e.g. official letter)				
☐	Reimbursement of more than 5 years (60 months) computer allowance claim. Date of Previous Claim : /..... /..... (Please verify with Finance Division/Administrative Office)				
Staff Declaration					
I hereby certify that the above statements are true and correct. I understand that a false statement may disqualify me for benefits and may subject to the IIUM staff disciplinary action.					
Staff Signature:			Date:		
Official Stamp:					
Recommendation and Approval					
Recommended by (Dep. Director/Sen. Asst. Director/Asst. Director of K/C/D/I/O/M) :			Approved by (Dean/Director of K/C/D/I/O/M):		
Signature:			Signature:		
Official Stamp:			Official Stamp:		
Date:			Date:		
For Finance Division Use Only					
Verified by (Head of Zone, Finance Division/ Finance Representative):					
Signature:			Date:		
Official Stamp:					



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
REIMBURSEMENT FOR STAFF COMPUTER ALLOWANCE

1. THE APPLICANT

.....		
Name		
.....		
Home Address		
.....		
.....		
Staff No.	Designation	I/C/ Passport No.
.....		
.....		
Ext. No	Handphone No.	Email
.....		
.....		
Kulliyah/Department/Centre/Institute		Years of service
.....		
.....		RM
Status of employment	If contract – please	Total claim amount
(Permanent/Contract)	state expiry	

2. COMPUTER ALLOWANCE TERMS AND CONDITIONS

- i. The maximum reimbursement amount is **RM3,000.00** or price of the equipment, whichever is lower.
- ii. For staff on contract, the staff may retain the laptop subject to completion of a minimum of **two (2) years of service**. If the service is less than two (2) years, a prorated amount based on the purchase value over a 24-month period shall be payable should the staff wish to retain the laptop.
- iii. The payment will be made directly to the staff upon receipt of evidence of payment.
- iv. Payment by credit card or cash, with the credit card slip transaction or cash receipt from the supplier, will be accepted for reimbursement.
- v. Computer entitlement is subject to the Policy on Computer and Printer Entitlement and the Guidelines for Computer and Printer Entitlement for IIUM Staff.
- vi. Approved equipment consists of items stipulated under the Guidelines on Computer Allowance for IIUM Staff.

- vii. Claim for reimbursement must be made once within the same year of eligibility.
- viii. Any obsolete, University-owned equipment (if applicable) must be returned to the asset liaison officer of the respective KCDIO.

Applicant's signature

Date

Official Stamp

3. FOR APPROVAL

(Recommendation by: Deputy Dean / Deputy Director / Senior Assistant Director / Assistant Director K/C/D/I/O/M)

(Approval by: Dean / Director K/C/D/I/O/M)

Recommended by
Official Stamp:

Date:

Approved by
Official Stamp:

Date:

4. DOCUMENTS REQUIRED

Please attach:

- i. Application form
- ii. Photocopy of staff card
- iii. Photocopy of I/C
- iv. Original cash receipt / original credit card slip transaction