



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA  
(Centre for Foundation Studies)

VERSION NO : 03

REVISION NO : 00



TITLE : PROCUREMENT PROCESS OF  
TEACHING EQUIPMENT

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/SP/06

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## PROCUREMENT PROCESS OF TEACHING EQUIPMENT

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Date : 01/07/2020	Date : 01/07/2020

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**1. OBJECTIVE**

This procedure is prepared to ensure the process of purchase of teaching equipment can be implemented effectively.

**2. SCOPE**

This procedure is used for purchasing of teaching equipment at the Centre for Foundation Studies IIUM.

**3. DEFINITION/ ABBREVIATION**


Definition

3.1 Request form/ letter refer to approved request by user or department to purchase any teaching equipment.

3.2 Quotation process refers to calling and opening of quotation.


3.3 Abbreviations

SACC	Senior Accountant
ASST ACC	Assistant Accountant
SAD	Senior Assistant Director
AD	Assistant Director
AAO	Administrative Assistant Officer
NE	Network Engineer
AE	Assistant Engineer
AcA	Accounting Assistant
LC	Lab Coordinator
SSO	Senior Sport Officer
ASSO	Assistant Sport Officer

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#### **4. REFERENCES**

- 4.1
- i) Quality Manual 7.4
  - ii) MS ISO 9001:2015
  - iii) Manual of Purchasing Policies
  - iv) Treasury Instruction
  - v) Finance Division Circular No.: 5 Year 2009
  - vi) Finance Division Circular No.: 5 Year 2010
  - vii) Finance Division Circular No.: 5 Year 2015
  - viii) Operating Budget Distribution For Year 2020

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## 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
SACC / ASST ACC	<p>5.1 Receive approved request form or letter from users or department.</p> <p>5.2 Check on budget availability.</p> <p>5.3 If there is no budget, place a requisition to Budget Unit Gombak.</p> <p>5.4 Inform the department/user if the requisition is rejected due to no budget allocation.</p>
SAD/AD/ ASST ACC / SSO/LC	<p>5.5 Call for quotations. Direct purchase requires one quotation only. However approval is necessary before purchasing process.</p> <p>5.6 For comparison exercise, it is advisable to request quotations for purchasing above RM2,000.00.</p> <p>5.7 Ensure that vendors must be registered with IIUM/MOF</p>
SAD/AD/AAO/NE/AE/ SSO/LC	<p>5.7 Prepare procurement form or proposal paper and the approval must be according to the followings:</p> <p>Approval Purchases Limits:-</p> <ul style="list-style-type: none"> <li>i) RM10,000.00 by Director (Administration (CFS))</li> <li>ii) RM20,000.00 by Dean</li> <li>iii) RM20,001.00 – RM200,000.00 by Executive finance Director and Rector</li> <li>iv) RM200,001.00 – RM500,000.00 by Quotation Committee</li> <li>v) RM500,001.00 and above to follow Finance Division Circular No:5 Year 2009</li> </ul>



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RESPONSIBILITY	DETAILED PROCEDURE
ASST ACC	5.8 Prepare purchase order in IFIS and send purchase order copy to respective parties:  i) white : original to be kept by supplier ii) pink : supplier/ attach to invoice iii) blue : receiving department iv) yellow : Purchasing Unit

#### 6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Procurement form/ proposal/ working paper	7 years	Filing Room: Filing Cabinet (Finance Department)	AcA



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**7. FLOW CHART**

