



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA
(Centre for Foundation Studies)

VERSION NO : 03

REVISION NO : 00


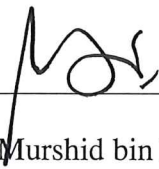
TITLE : PAYMENT PROCESS

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/SP/07

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PAYMENT PROCESS

Prepared By :-	Approved By :-
	
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Position : Senior Accountant Finance Department	Position : Dean Centre for Foundation Studies IIUM
Date 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE

This procedure is prepared to ensure the process of payment can be implemented effectively.

2. SCOPE

This procedure is used for payment of expenses at the Centre for Foundation Studies IIUM including :-

- i) part-time lecturer.
- ii) teaching equipment

3. DEFINITION/ ABBREVIATION

3.1 Definition

i)Teaching Equipment

Direct advice is referred to purchase of goods that is directly appointed.

Purchase order is referred to the University send an invitation to vendors to participate on purchasing of goods for the university.

ii)Part time Lecturer

Advice for payment from academic department.

3.2 Abbreviations

SACC Senior Accountant
SAD Senior Assistant Director
SSO Senior Sports Officer
AD Assistant Director
AAO Assistant Admin Officer
AE Assistant Engineer
AcA Accounting Assistant
LC Lab Coordinator



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4. References

- 4.1
- i) Quality Manual 7.4
 - ii) MS ISO 9001:2015
 - iii) Manual of Financial Policies and Procedures
 - iv) Treasury Instruction
 - v) Finance Division Circular No : 1 Year 2009
 - vi) IIUM/205/ACCT/10/2/8/3
 - vii) Finance Division Circular No. 1 Year 2020
 - viii) Finance Division Circular No. 2 Year 2019
 - ix) Service Circular No. 2/2016
 - x) Finance Division Circular No. 3 Year 2014
 - xi) Budget approval letter 2020

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
5.1	PAYMENT OF GOODS
DFD/SACC AcA	5.1.1 Receive advice or letter from department or invoice from supplier. 5.1.2 To check on validity of the request.
AcA	5.1.3 Check on the documentation and key in into Payable User Module Ifis Integrated Financial System (IFIS) and to print: <ul style="list-style-type: none"> i) Payment voucher ii) Cheque
SACC	5.1.4 To check amount printing against the invoice and to approve the payment voucher.
AcA	5.1.5 Send cheque for signature according to the followings: <ul style="list-style-type: none"> i) Cheques with values below RM500,000.00 must be signed by any two (2) officers from groups A,B,C or D. ii) Cheques with the value of RM500,000.00 and above must be signed by one from Group A and the other from Group B. iii) Document related to the transfer of funds, placement and withdrawal of fixed deposits requires any (2) two signatories from Group A,B, or C.



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5.2	PAYMENT OF PART TIME LECTURER
AcA	5.2.1 Receive Part Time Teaching Claim Form from academic department.
AcA	5.2.2 To check on documentation: a) Approval authority b) Duration of appointment c) Time Table d) Monthly maximum claim 5.2.3 To key in the data into Part Time Lecturer Database
SACC	5.2.4 Verify the claim and approve for payment.
AcA	5.2.5 Send to Payroll Unit, Finance Division to bank in into individual Part Time Lecturer savings account.

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6. QUALITY RECORDS

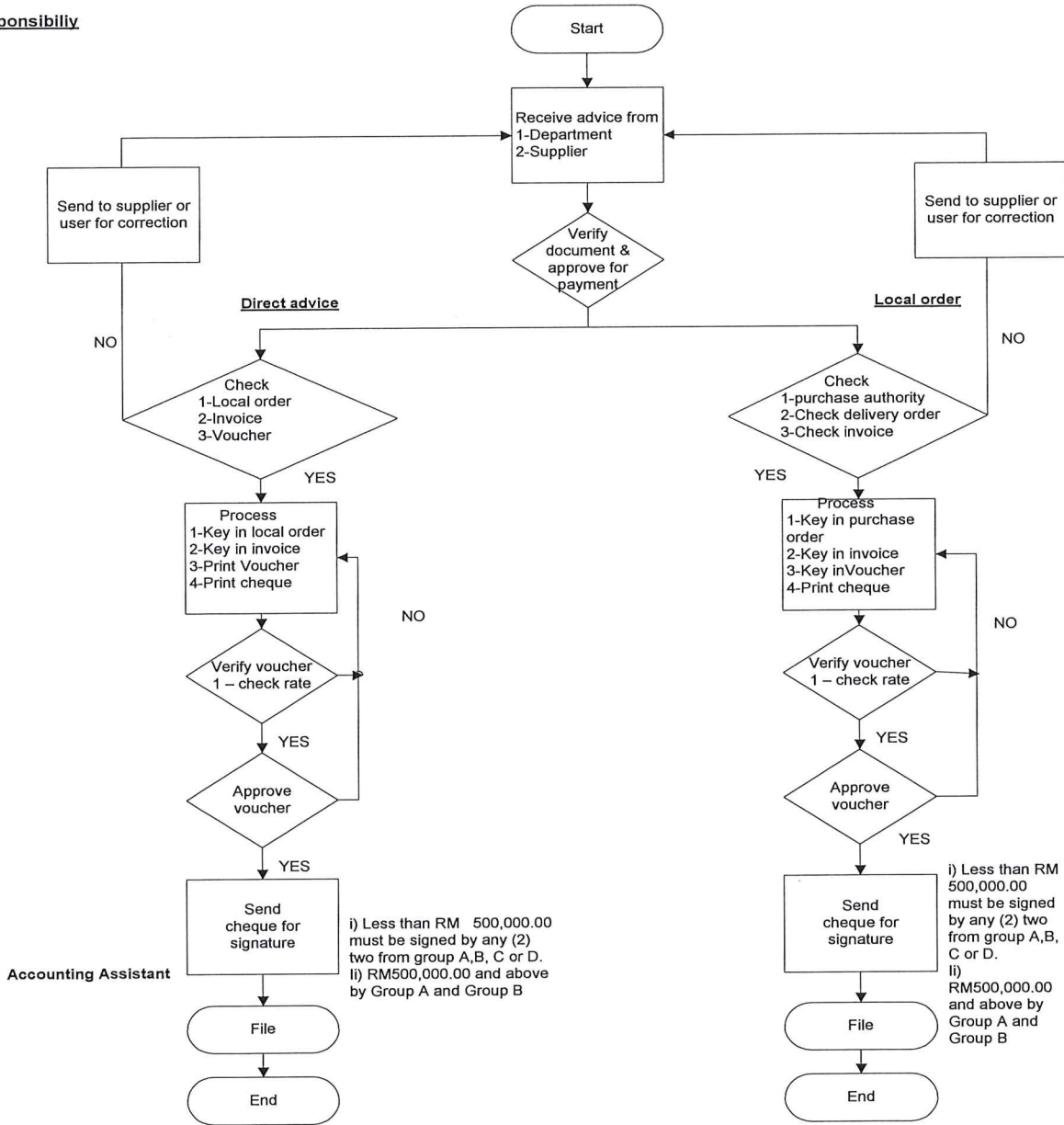
NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter/invoice	7 years	Filing Room: Filing Cabinet (Finance Department)	AcA

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7. PROCEDURE - TACHING EQUIPMENT

Payment process

Responsibility



PAYMENT OF PART TIME LECTURER

