الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۑرسيتي اسلام انتارابڠسا مليسيا
Garden of Knowledge and Virtue

PROCESSING PAYMENT REQUEST FOR PURCHASE THROUGH PROCUREMENT ORDER (PO)

Prepared by: -	Approved by:-
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Position: ASST. ADMINISTRATIVE OFFICER	Position: DIRECTOR, RMC
Date: 26/7/2023	Date: 26/7/2023

	Title	: Processing Payment request for purchase through procurement order (PO)
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	Ref. No.	: RMC / GMU 05
Garden of Knowledge and Virtue	Version No:	: 00
	Revision No	: 00
	Effective Date	: 13/07/2023

1.0 OBJECTIVE

The procedure is established to ensure that the processing payment request for purchase through procurement order (PO) using research grant is strictly adhered as per IIUM Financial Policy and funder guidelines.

2.0 SCOPE

This procedure is used by the IIUM to process payment request for purchase through procurement order (PO) using research grant.

3.0 PROCESSING DURATION

The process takes a maximum of five (5) working days.

4.0 ABBREVIATION (If any)

D	Director RMC
DD GMU	Deputy Director (Grant Management Unit)
DD RMC Kuantan	Deputy Director RMC Kuantan Campus
HOR	Head of Research
R	Researcher
AD	Assistant Director
AA	Administrative Assistant
FZ2	Finance Zone 2
FU RMC	Finance Unit RMC Kuantan
RMSV2	Research Management System Version 2

5.0 REFERENCE

IIUM Financial Policies and Procedures
IIUM Policy On Research and Innovation
Sponsored Research Guidelines and Procedures 2020
Tadbir Urus Geran Penyelidikan Kementerian Pendidikan Tinggi Malaysia
Internal Grant Guidelines (RMC / Kull / Centre / Division / Institute / Office)
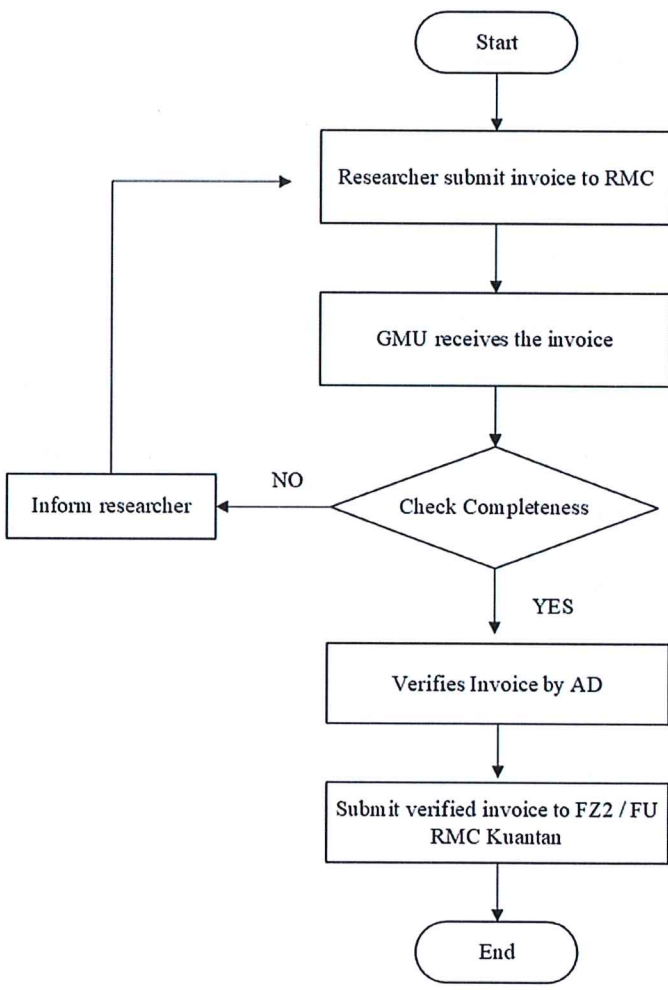
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6.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	6.1 Start
R	6.2 Researcher submit invoice to GMU, RMC
AA	6.3 GMU receives the invoice
	6.4 Check completeness of the proposal.
	Checklist on completeness:
	a) Original invoice which the detail and amount must be the same as issued in Procurement Order (PO).
	b) Delivery Order (DO) signed received and stamped by the requestor.
	c) Copy of Procurement order (PO) issued by Finance Division
AD	If **YES**, proceed for verification.
	If **NO**, return to researcher and inform on the incomplete information / attachment.
AA	6.6 Submit verified invoice to FZ2 / FU RMC Kuantan
	6.7 End

7.0 RECOND RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed application form PDF	7 years after release of appointment letter	Filing room	AA

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8.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
R AA AD AA	Start → Researcher submit invoice to RMC → GMU receives the invoice → Check Completeness (NO → Inform researcher; YES) → Verifies Invoice by AD → Submit verified invoice to FZ2 / FU RMC Kuantan → End	**Checklist on completeness:** a) Original invoice which the detail and amount must be the same as issued in Procurement Order (PO). b) Delivery Order (DO) signed received and stamped by the requestor. c) Copy of Procurement order (PO) issued by Finance Division