
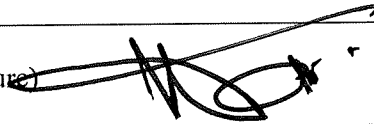


PROCUREMENT PROCESS OF TEACHING EQUIPMENT

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Radhiah binti Mohamed	Name: Hasanul Basri bin Abdullah
Position: Senior Accountant, Finance Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 TH April 2025	Date: 15 TH April 2025

1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 ACCOUNTABILITY

- 3.1 Office of the Finance Department, Centre for Foundation Studies
- 3.2 Relevant departments.

4.0 ABBREVIATION

- 4.1 DFD Deputy Finance Department
- 4.2 SACC Senior Accountant
- 4.3 Asst. Acc Assistant Accountant
- 4.4 SAD Senior Assistant Director
- 4.5 AD Assistant Director
- 4.6 AAO Administrative Assistant Officer
- 4.7 NE Network Engineer
- 4.8 AE Assistant Engineer
- 4.9 Acc. Asst Accounting Assistant
- 4.10 LC Lab Coordinator
- 4.11 SSO Senior Sport Officer
- 4.12 ASSO Assistant Sport Officer
- 4.13 MOF Ministry of Finance

5.0 REFERENCE

- i) Quality Manual 7.4
- ii) Manual of Purchasing Policies
- iii) Finance Division Circular No. :5 Year 2009
- iv) Finance Division Circular No. :5 Year 2010
- v) Finance Division Circular No. :5 Year 2015
- vi) Finance Division Circular No. :4 Year 2015
- vii) Policy on Procurement of ICT Resources
- viii) Finance Circular No. 3/2022
- ix) Finance Circular No. 4/2022

6.0 RECORD RETENTION PERIOD

NO	Quality Records	Retention Period	Location	Responsibility
1.	Procurement form/proposal/working paper	7 years	Filling room: Filling cabinet (Finance Department)	Acc.Asst

7.0 PROCESS FLOW

RESPOSIBILITY

Deputy Finance
Director/Senior Accountant

Senior Assistant
Director/Assistant
Director/Assistant
Accountant

Senior Assistant
Director/Assistant
Director/Administrative
Assistant Officer/Network
Engineer/Lab
Coordinator/Assistant
Religious Officer

Accounting
Assistant/Assistant
Accountant

REMARKS

Purchase requisition form/
list of invited vendor/
request for quotation
letter/details of specification
services or product/proposal

Refer to approved Operating
Budget for the said year.

NOTE:
Approval from MITI is
required for purchase from
oversea above RM50,000

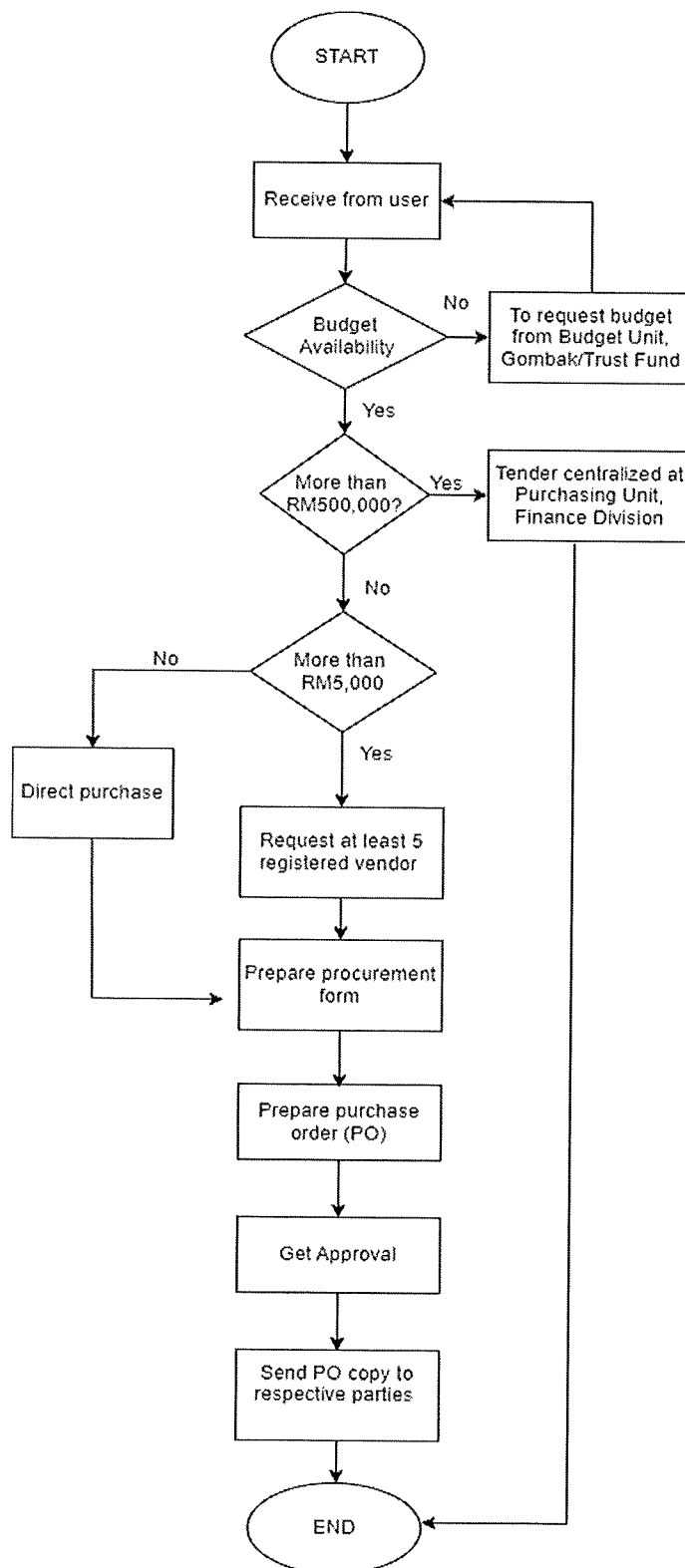
NOTE:
Specification must not
tailored with brand

MINIMUM PERIOD:
Quotation: -
minimum 7 days
Tender: -
Local 21 days
International
56 days

DIRECT PURCHASE: -
Refer to one (1) quotation.
However, approval is
necessary before purchase;
For comparison advisable to
request for quotation for
purchase above RM5,000.
-vendor must registered with
IIUM/MOF

APPROVAL PURCHASES
LIMIT:

Refer to limit of
purchase by the IIUM
Refer annexure 1



ANNEXURE

1. Document No: IIUM/PURPOL-01

Policy No: 4

Organization and Delegation of Purchasing Authority

2.0 Policy Statement

A. Organization and Delegation Philosophy

<u>AMOUNT</u>	<u>MECHANISM</u>	<u>APPROVING AUTHORITY</u>
Not Exceeding RM 20,000	Direct Purchase/ Competitive Bidding	Head of Department equivalents to Dean/Director
> RM20,000 to RM200,000	Competitive Bidding/ Quotation	Rector and Executive Director of Finance
> RM200,00 to RM500,000	Competitive Bidding/ Quotation	Quotation Committee
>RM500,000 to RM30 million	Tender	Tender Committee
>RM30 million for development works/goods and services tender	Tender	Ministry of Finance

IIUM/501/FINC/5/2

DELEGATION OF AUTHORITY

<u>No.</u>	<u>Activity and Scope of Approval</u>	<u>Approval Limit (RM)</u>
1.	Administration: Director (Administration) of Centre for Foundation Studies i. Approval of procurement of goods and services under Operating and Trust Fund Budget	RM10,000.00 and below