
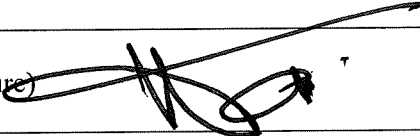


PAYMENT PROCESS

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 payment can be implemented effectively.

2.0 SCOPE

This procedure is used for payment of all expenses for the Centre for Foundation Studies IIUM.

3.0 ACCOUNTABILITY

- 3.1 Office of the Finance Department.
- 3.2 Relevant departments.

4.0 ABBREVIATION (If any)

4.1 Definition

4.1.1 Teaching Equipment refers to the tools, devices and materials used by the educators to facilitate learning, instruction and communication in a classroom or educational setting. This equipment can be physical, digital or combination of both and are designed to support the teaching process, enhance student engagement and improve learning outcomes.

4.1.2 Direct advice is referring to simplified procurement process where Finance Department can directly order goods or services from a vendor without going through a competitive bidding process provided certain condition are met.

4.2 Abbreviation

4.2.1	SACC	Senior Accountant
4.2.2	SAD	Senior Assistant Director
4.2.3	SSO	Senior Sport Officer
4.2.4	AD	Assistant Director
4.2.5	AAO	Assistant Admin Officer
4.2.5	AE	Assistant Engineer
4.2.6	Acc. Asst.	Accounting Assistant
4.2.7	LC	Lab Coordinator

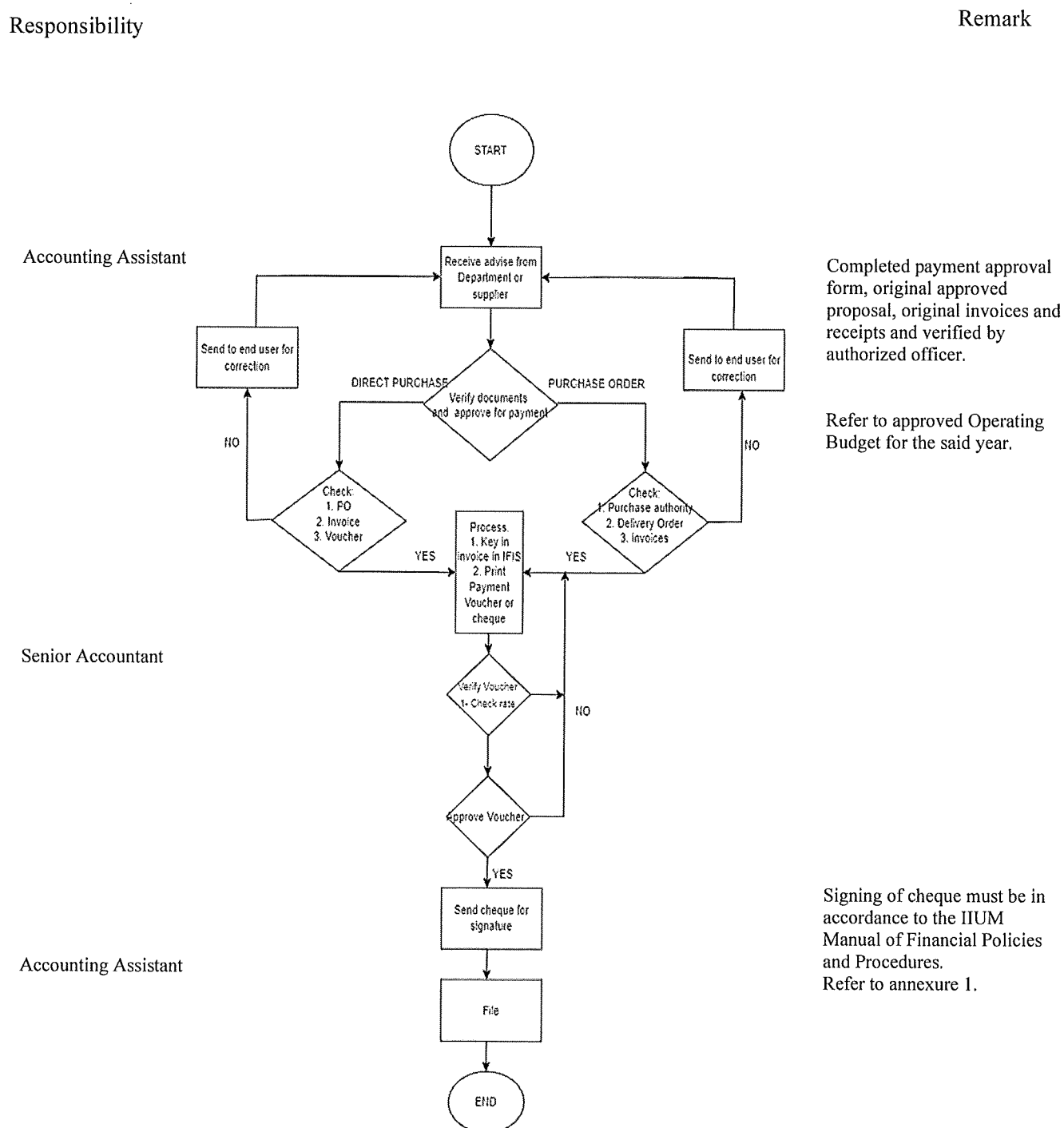
5.0 REFERENCE

- i) Quality Manual 7.4
- ii) Manual of Financial Policies and Procedures
- iii) Treasury Instruction
- iv) Finance Division Circular No : 1 Year 2009
- v) IIUM/205/ACCT/10/2/8/3
- vi) Finance Division Circular No: 1 Year 2020
- vii) Finance Division Circular No: 2 Year 2019
- viii) Finance Division Circular No: 3 Year 2014

6.0 RECORD RETENTION PERIOD

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

7.0 PROCESS FLOW



ANNEXURE

1. Manual Financial Policies and Procedures

4.2 Financial Limit and Authority

4.2.1 Authorized Signatories

Group	Categories
A	i. Chairman of University Finance Committee ii. Representative from Treasury as member of University Finance Committee iii. Rector
B	i. Deputy Rector (Academic and Industrial Linkages) ii. Deputy Rector (Research and Innovation) iii. Deputy Rector (Student Affairs and Alumni) iv. Deputy Rector (Internationalisation and Global Network)
C	i. Executive Director, Finance Division ii. Director, Finance Division iii. Senior Deputy Finance Director iv. Deputy Finance Director v. Senior Accountant vi. Campus Director, Kuantan Campus vii. Dean, Centre for Foundation Studies viii. Director of Administration Kuantan Campus ix. Director of Administration Gambang Campus x. Head of Finance Department Branch Campus xi. Any other authorized officer approved by UFC
D	i. Deputy Campus Director ii. Selected Deans of Kulliyyah

No	Activity	Criteria Financial Limit	Authority
1.		Below RM 100,000	Any two (2) from Group A,B, C or D
2.		Below RM 500,000	Any two(2)from Group A,B or C
3.		RM 500,000 and above	Any two (2) from Group A or One (1) from Group A and one (1) from Group B
4.	For Electronic Fund Transfer Payment Batch (Remittance payment to the Bank) Note: The individual payment approval limit in the EFT Batch shall follow the above criteria 1,2,3.	Batch Payment below RM 1 Million.	Authorized Senior Accountant/Head of Finance Department Branch Campus
		No Limit	Authorized Officer Grade 48 and above from Finance Division
5.	Approval on document related to cash management, placement and withdrawal of fixed deposits	No Limit	Any two (2) from Group A, B, C