

THINK BEFORE YOU INK!

PROCUREMENT FOR SUPPLIES AND SERVICES



CONSEQUENCES OF UNAUTHORISED SIGNING

- You may be **personally liable** for the contract's full value.
- May result in **disciplinary actions**.
- **Void** and **exposes** the University to legal action.



WHO CAN SIGN?

- **Up to RM 100,000:** Head of KCDIO
- **Above RM 100,000 up to RM 500,000:** Executive Director, Finance Division
- **Above RM 500,000:** Rector

