



(Company No. 101067-P)

FINANCE DIVISION

Our Ref: IIUM/205/G/4/1/1

Date: 19th August 2008

All Deans / Directors/Chief Librarian
Kulliyahs / Centres /Library
International Islamic University Malaysia

السلام عليكم ورحمة الله وبركاته

FINANCE DIVISION CIRCULAR NO : 3 YEAR 2008

INCREASE IN THE APPROVAL LIMIT FOR DIRECT PURCHASE AND AUTHORITY LIMIT OF HEAD OF DEPARTMENT

1.0 OBJECTIVE

- 1.1 The objective of this circular is to inform all Deans / Directors and all staff of the International Islamic University Malaysia on the decision made by the Standing Finance Committee in its meeting 02/2008 dated 11th July 2008 pertaining to the increase in the approval limit for direct purchase and authority limit of Head of Department.

2.0 DECISION

- 2.1 Under the Government Procurement process, direct purchase is allowed for purchases of supplies and services not exceeding RM 50,000.00 from supplier registered with Ministry of Finance.
- 2.2 In the efforts to empower the Deans/Director/Chief Librarian, the university through the Standing Finance Committee has agreed to the adoption of the approval limit for direct purchase up to RM 50,000.00. However for control purposes the authority for approval by the Deans/Director /Chief Librarian was to be up to RM 20,000.00 since the Department do not have full access to government supplier.

Current Limit(RM)	Proposed Limit(RM)	Authority
Up to 10,000	Up to 20,000	Deans/Director/Chief Librarian
10,001-100,000	20,001-100,000	Rector and Executive Director of Finance.
100,001- 200,000	100,001-200,000	Chairman of SFC and Rector .
200,001-20 Millions	200,001-20 Millions	Tender Board chaired by Rector
20 Millions-30 Millions	20 Millions- 30 Millions	Tender Board chaired by Chairman of SFC.
➤ 30 Millions	➤ 30 Millions	Ministry of Finance

- 2.3 With the issuance of this circular, the policy number 6 of the Financial Policies and Procedures is revised accordingly with immediate effect.

3.0 IMPLEMENTATION

- 3.1 All Deans/Directors/Chief Librarian are kindly requested to take note on the circular and extend the information to relevant staff members at your Kulliyah/Centres/Divisions.

Your cooperation on the above matter is highly appreciated.

Thank you. *Wassalam.*



AHMAD ZAILAN BIN SHAARI
Executive Director
Finance Division,
International Islamic University Malaysia.

- c.c.
- Prof. Dato' Dr. Syed Arabi Idid
Rector, IIUM
 - Prof. Dato' Dr. Md. Tahir Azhar
Deputy Rector (Academic Affairs and Research)
 - Prof. Dato' Dr. Sano Koutoub Moustapha
Deputy Rector (Internationalisation and Innovation)
 - Ustadh Hamidon bin Abdul Hamid
Deputy Rector (Student Affairs and Alumni)