



Finance Division International Islamic University

MEMORANDUM

To : FINANCE PROCUREMENT UNIT

From : KULLIYAH OF LANGUAGE AND MANAGEMENT

Date :

Assalamualaikum wrt wbt

Request for Key-In of “One-Time” Supplier/Trainer/Consultant/Student/Staff/Update for E-Payment in Oracle Financial System

Type of Registration:

(please tick (√) whichever applicable)

- | | |
|---|---|
| <input type="checkbox"/> Supplier | <input type="checkbox"/> Landlord |
| <input type="checkbox"/> Trainer / Consultant | <input type="checkbox"/> Update for E-Payment |
| <input type="checkbox"/> Student | <input type="checkbox"/> Activate the Vendor |

Details:

No	Name	Address	Account Number	Bank	Email address & Tel

Justification:

Requested By:

Recommended By:

Note: Please attach the relevant documents together with this form to support your request.