



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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PROCUREMENT – ISSUANCE OF
PURCHASE ORDER (PO)

EFFECTIVE DATE : 01/09/2017

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PROCUREMENT – ISSUANCE OF PURCHASE ORDER (PO)

Prepared by :-

Approved by :-

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Name:
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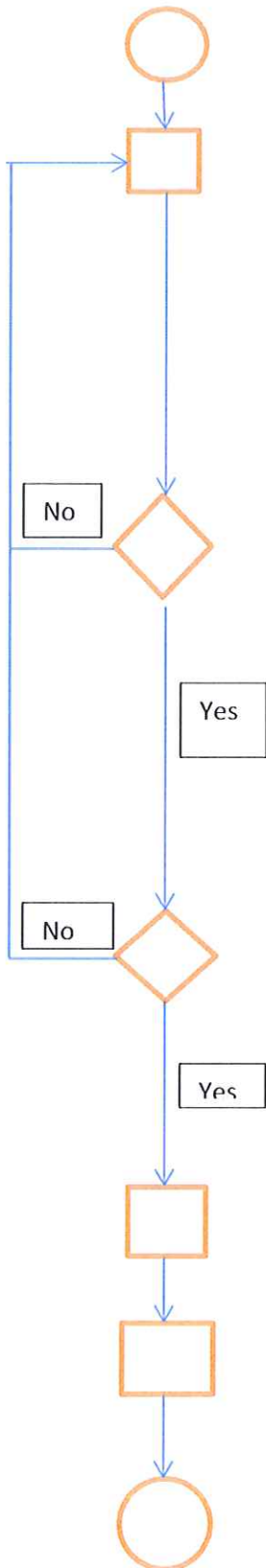
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Procurement Approval Form** or **Proposal Paper** with signatures

Check whether the application is complete :

- 1) If the amount is RM20,000 or below – to have one quotation and submit the quotation together with Procurement Approval Form
- 2) If the amount is more than RM20,000 and less than RM200,000 – to have :
 - a) Proposal paper (Recommended by Dean of KCDI and Director of RMC, Approved by Executive Director of Finance Division and Rector)
 - b) At least 5 quotations
 - c) Letter of invitation for quotation (if less than 5 quotations)
 - d) Tender quotation form
 - e) Integrity pact form
- 3) Recommended by ITD if it is ICT related item
- 4) A copy of approved budget proposal is attached.

No

Yes

No

Yes

Check in RMS :

- a) balance of grant whether the allocation in the respective vote is sufficient to pay for the purchase / service.
- b) Expiry date of the grant to ensure that the grant is still valid
- c) The vendor / supplier is currently registered and active on Finance Division's list.

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for issuance of Purchase Order

End