



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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PURCHASE ORDER (PO) PAYMENT /
PAYMENT OF INVOICE

EFFECTIVE DATE : 01/09/2017

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PURCHASE ORDER (PO) PAYMENT / PAYMENT OF INVOICE

Prepared by :-

Approved by :-

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Name:
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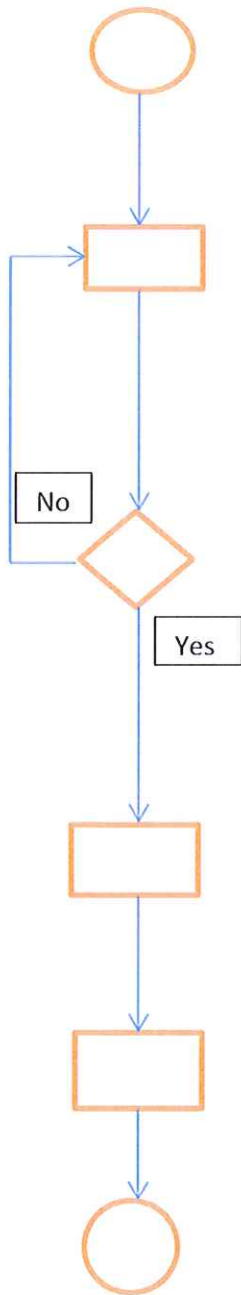
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Request for Payment Form** with signatures

Check whether the documents are complete :

- 1) Invoice from the vendor / supplier (verified by the researcher and recipient of the goods / services)
- 2) Delivery Order(verified by the researcher and recipient of the goods / services)
- 3) Copy of Purchase Order
- 4) Debit Note / Credit Note, if any (verified by the researcher and recipient of the goods / services)

No

Yes

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

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for payment

End