



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 00

PURCHASE OF ASSET / EQUIPMENT

EFFECTIVE DATE : 01/09/2017

DOCUMENT NO. : IUM/ GMU/08

PAGE : 1/2

# PURCHASE OF ASSET / EQUIPMENT

Prepared by :-

Approved by :-

Name:  
Haslina Shamsuddin

Name:  
Prof. Dr. Ratnawati bt Mohd. Asraf

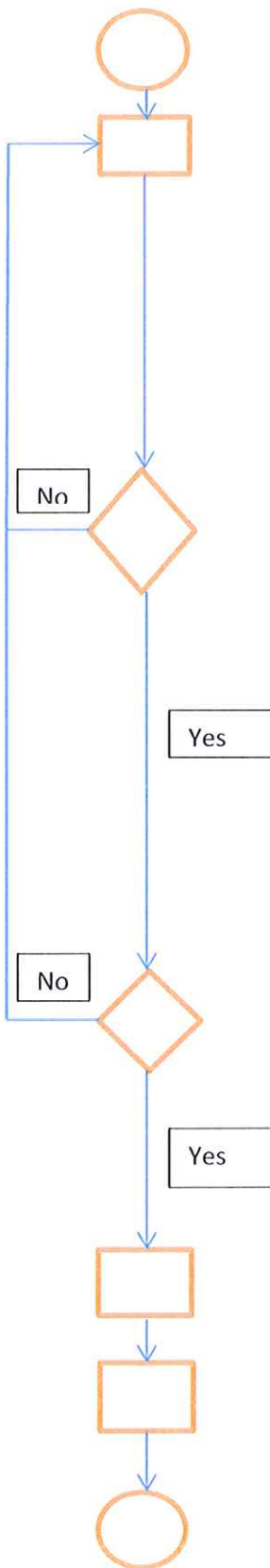
Position : Deputy Director (Administration)

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 form
- 2) If the amount is more that 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) Approved budget for purchase of the item by RMC and approved grant proposal paper)
- 4) Recommended by ITD if it is ICT related item

Check in RMS :

- a) Balance of grant whether the allocation in Vote 35000 is sufficient to commit for the purchase / service.
- b) Expiry date of the grant to ensure that the grant is still valid. No purchasing of asset/equipment shall be allowed within 3 months before expiry of the grant.
- 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