
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 03
	REVISION NO. : 00
PAYMENT PROCESS	EFFECTIVE DATE : 01/09/2021
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PAYMENT FOR WORKS BASED ON QUOTATION

Prepared By :-	Approved By :-
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Position : Deputy Finance Director	Position : Director Development Division
Date : 01/09/2021	Date : 01/09/2021

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1. OBJECTIVE

This procedure is prepared to describe the process involved in the payment to the Contractor for the work based on quotation.

2. SCOPE

This procedure shall apply to all the awarded Contractors for the quotation-based work, managed by the Development Division.

3. DEFINITION/ABBREVIATION

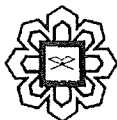
Definition :

3.1 Contractor : The awarded contractor

Abbreviation :

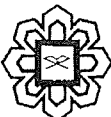
3.2 S.O.P. : Standard of Procedures

3.3 QS : Quantity Survey

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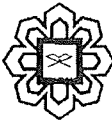
4. REFERENCES

- 4.1 Government Policies and Circulars
- 4.2 Form of Contract
- 4.3 IIUM Manual of Financial Policies and Procedures
- 4.4 IIUM Manual of Purchasing Policies and Procedures
- 4.5 Public Works Department (P.W.D.) of Malaysia's Circular

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p>Note : Refer to the attached S.O.P</p>

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6. **RECORDS** *(any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.)*

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Payment Certificate	Filing Cabinet	5 Years	Senior Assistant Accountant/ Accounting Assistant
2	Payment Voucher	Filing Cabinet	5 Years	Senior Assistant Accountant/ Accounting Assistant
4	Purchasing Order	Filing Cabinet	5 Years	Senior Assistant Accountant/ Accounting Assistant
5	Job sheet/Delivery Order	Filing Cabinet	5 Years	Senior Assistant Accountant/ Accounting Assistant
6	Invoice	Filing Cabinet	5 Years	Senior Assistant Accountant/ Accounting Assistant

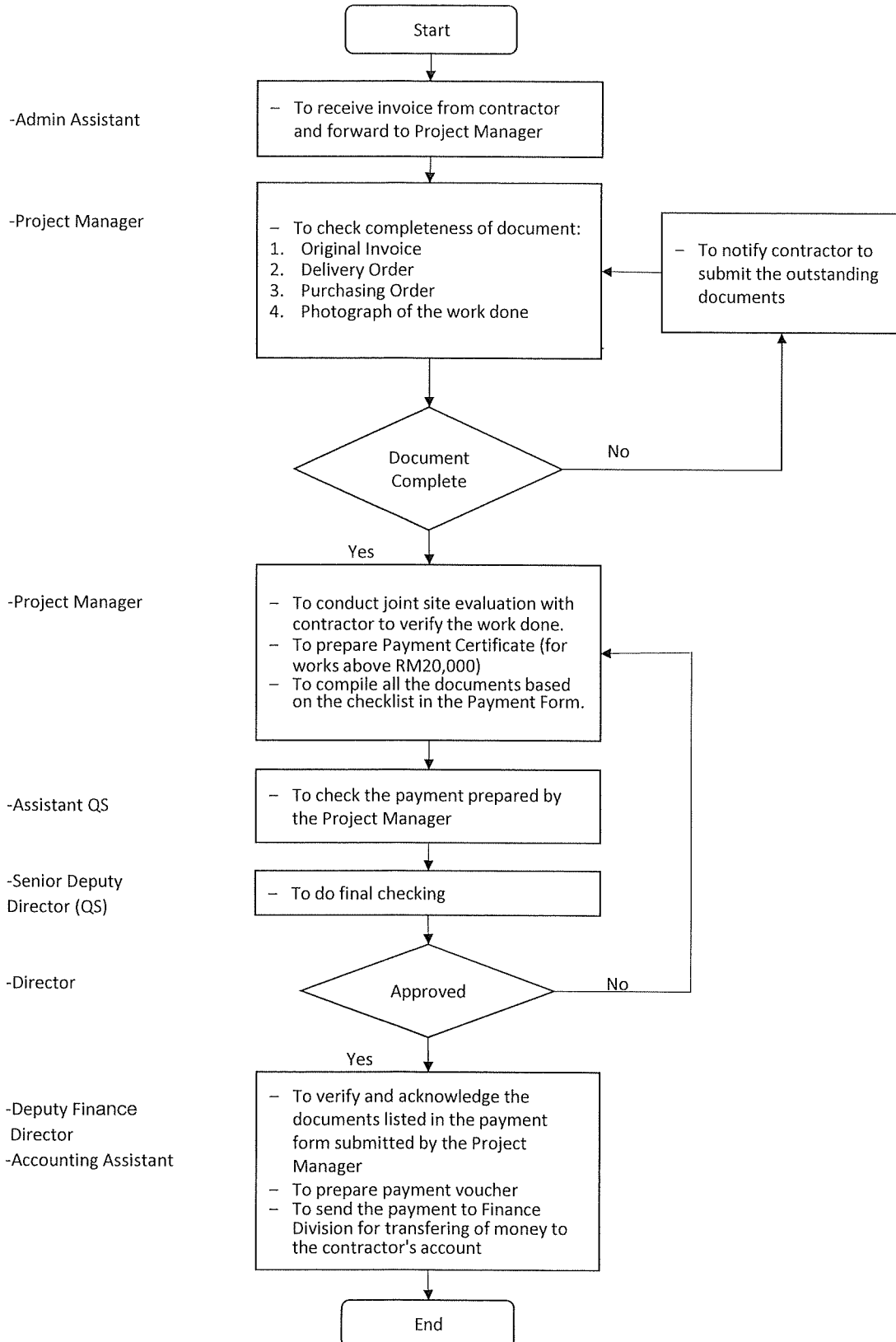
7. **FLOWCHART** : AS PER ATTACHED

8. **APPENDICES** : APPENDIX 1 : PAYMENT FORM
APPENDIX 2 : EVALUATION FORM

S.O.P. OF PAYMENT FOR WORKS BASED ON QUOTATION

Responsibility

Process





PAYMENT FORM

Part A: To be filled in by technical staff / assigned staff / Project Manager

Project Title:
*Remarks if its Interim Payment
Vendor:

Documents required for payment (please attach and tick [✓] in the box)

NO.	ITEM	(✓)
1.	Original Invoice	
2.	Delivery Order / Handing Over Form	
3.	Purchase Order and LoA (above 20k)	
4.	Photograph of work done	
5.	Evaluation of contractor's performance	
	a. Evaluation by technical staff (signature, stamp & date)	
	b. Verification by Director (signature, stamp & date)	
6.	Inspection Form	
7.	Certificate of Practical Completion (C.P.C.) – Above RM20k	

Part B: Submission and Acknowledgement

<p>Submitted by technical staff</p> <p>_____ Signature and Official Stamp</p> <p>Date:</p>	<p>Verification and Acknowledged receipt by Deputy Finance Director</p> <p>_____ Signature and Official Stamp</p> <p>Date:</p>
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* A copy of the form to be kept in the Project File



EVALUATION FORM

Evaluation by end-user

Project Title:

Vendor:

Evaluation by end-user (Please circle) : – refer to the below table for evaluation criteria

1) Delivery	1	2	3	4	5
2) Quality of Products	1	2	3	4	5
3) After Sales Services	1	2	3	4	5
4) Customer Relation	1	2	3	4	5

Comments (if any) : _____

Signature

Name :
K/C/D//O :
Official Stamp :
Date :

Evaluation Criteria:

Points	Delivery	Quality of Products	After Sales Services	Customer Relation
1	Unacceptable	Unacceptable	No response	Unprofessional
2	Late more than a week w/o concrete reason	Not satisfactory	No immediate response	Ignorance
3	Few days after delivery period	Acceptable	Response after few days	Courteous
4	On time	Satisfactory	Immediate response	Have a desire to serve
5	Ahead of schedule	Superior	Proactive response	Very professional, informative and courteous