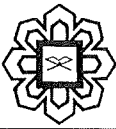
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PAYMENT FOR PROJECT MANAGED BY JKRM

Prepared By :-	Approved By :-
Name : Mohd Azlan Mohd Afandi	Name : Asst. Prof. Dr. Rustam Khairi Zahari
Position : Deputy Finance Director	Position : Director Development Division
Date : 04/10/2021	Date : 04/10/2021

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1. OBJECTIVE

This procedure is prepared to describe the process involved in the payment for project managed by JKRM.

2. SCOPE

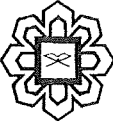
This procedure shall apply to the project managed by JKRM for the IIUM development projects, managed by the Development Division.

3. DEFINITION/ABBREVIATION

Definition:

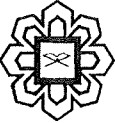
Abbreviation :

- | | | |
|----------|---|---------------------------------|
| 3.1 JKRM | : | Jabatan Kerja Raya Malaysia |
| 3.2 CCM | : | Cost Control Meeting |
| 3.3 MOHE | : | Ministry of Higher Education |
| 3.4 UMC | : | University Management Committee |

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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 style="text-align: center;">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 : -

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S.O.P. OF PAYMENT FOR PROJECT MANAGED BY JKRM

