الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتارابڠسا مليسيا

RESEARCH MANAGEMENT CENTRE

REQUEST FOR PAYMENT FORM

INSTRUCTIONS:

1. Please ensure the following **documents are attached** with the completed form.
2. All expenses must adhere to the General / Funder Guidelines for Research Funding and IIUM Financial Policy.
3. Researcher is responsible to get the approval from the relevant authority prior to purchase.

CHECKLIST:

No	Items	Check List (Please tick)
1	Completed Form with original signature	☐
2	Procurement payment - *(All attachments must be certified)* • Invoice from the vendor • Delivery Order (DO) • Procurement Order (PO)	☐
3	Registration fee – • Invoice from the organizer • Copy of approval form for Attending Seminar/ Conference / Workshop / Training	☐
4.	Publication fee – • Invoice from the publisher • Full Article with acknowledgement to the funder by using funder reference code • Acceptance of Article • Evidence that the journal is currently indexed by WoS – SCOPUS – ERA - MyCite **Notes**: MyCite (Applicable for FRGS 2021 onwards)	☐

FOR OFFICE USE	
Document Complete / Incomplete Date: …………………………………	**Checked by:** Name: ………………………………….. Position: …………………………………

A	REQUESTOR DETAILS

Date:

Name of Requestor :	Staff No./ Matric No.:

K / C / D / I :	Tel No. / Mobile No. :

Project ID :

Type of Grant :   ☐ Ministry Grant   ☐ Sponsored Research   ☐ Internal Grant

Project Title :

B.	DETAILS OF PAYMENT

NO.	ITEMS	RESEARCH VOTE	IIUM VOTE	AMOUNT (RM)
1	**Research Assistant**	**V11000**		
	Salary for Graduate Research Assistant (for RMC's approval only)		**B29405**	
2	**Rental**			
	Ship and Boat Rental	**V24000**	**B24110**	
	Other Machinery Rental		**B24114**	
	Other Rental *(Car / Computer etc.)*		**B24199**	
3	**Research Material and Supplies**			
	Stationery *(related to research only)*	**V26000** *(E-SCIENCE)* **/ V27000**	**B27102**	
	Disposable Science Supply		**B27503**	
	Research Material Supplies		**B27505**	
	Research Equipment and Supplies *(Contract Research only)*		**B27508**	
	Computer Software and License		**B27701**	
4	**Maintenance and Minor Repair Services**			
	Machinery Maintenance and Repair	**V28000**	**B28351**	
	Computer Maintenance and Repair		**B28651**	
	Scientific Equipment Maintenance and Repair		**B28751**	
	Civil Maintenance *(Installation of partition for Laboratory as approved in the original proposal)*		**B28401**	
5	**Professional Services and Other services**			
	Scientific and Research Services *(Analysis / Sampling)*	**V29000**	**B29115**	
	Patent / Copyright / IP		**B29136**	
	Advertising and Publication Services (fee)		**B29120**	
	Other Services *(Data subscription / Renewal of Software License)*		**B29199**	
	Printing / Photocopy		**B29201**	
	Entertainment / Refreshment *(related to research only and subject to Government Policy)*		**B29401**	
	Honorarium *(Enumerators / Proof reading / Editing / Consultant fee / Research Assistant)*		**B29404**	
	Conference / Seminar / Workshop / Training Fee (local)		**B52102**	
	Conference Fee (Overseas)		**B52103**	
	Special Program *(Focus Group Discussion)*		**B52207**	

6	Equipment			
	Asset *(RM5,000 and above)*			
	AV Equipment		A35501	
	ICT Related *(Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal)*	V35000	A38101	
	Scientific Equipment		A39401	
	Inventory *(RM500 – RM4,999.99 per item)*		B27801	
			TOTAL PAYMENT	

THE PAYMENT IS PAYABLE TO:

C	**DECLARATION BY REQUESTOR**

I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true. Requestor's Signature: _____ Date: _____	**VERIFIED BY:** *(if requestor is not the Principal Researcher)* Principal Researcher's: _____ Signature Stamp: Date: _____

D	**APPROVAL BY:** **HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)**

☐ Approved   ☐ Not Approved
                      Comment: -

_____

Signature: _____

Stamp: Date:

Notes:

1. **Sponsored Research & Internal Grants:**

   a) Researcher obtains approval from the Head of Research/Deputy Dean (Postgraduate & Research)
   b) Kuliyyah submits document directly to the Finance Zone 2 (except for the backdated salary for the Graduate Research Assistant, Procurement and Disbursement)

2. **Ministry Grants (MOHE & MOSTI Grants)** – Verification and approval by the Deputy Director (RMC)