

CLAIMS AND PAYMENT



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

01

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Types of Payments

- Reimbursement of Money
- Invoice Bill/ Local Order/ Internal Invoice
- Job On Campus
- Travelling
- Advance
- Wages & Honorarium

Documents

- UTMFin e-form
- Other related documents e.g.:
 - > Invoice & DO
 - > Receipts
 - > Touch & Go statement
 - > Activity Approval Letter
- Kindly refer to RMC Portal for further information (rmc.utm.my)

Researcher's Role

- To follow every guideline and circular
- To verify claims
- To file original receipts and related documents
- To submit the complete file to RMC once project ends

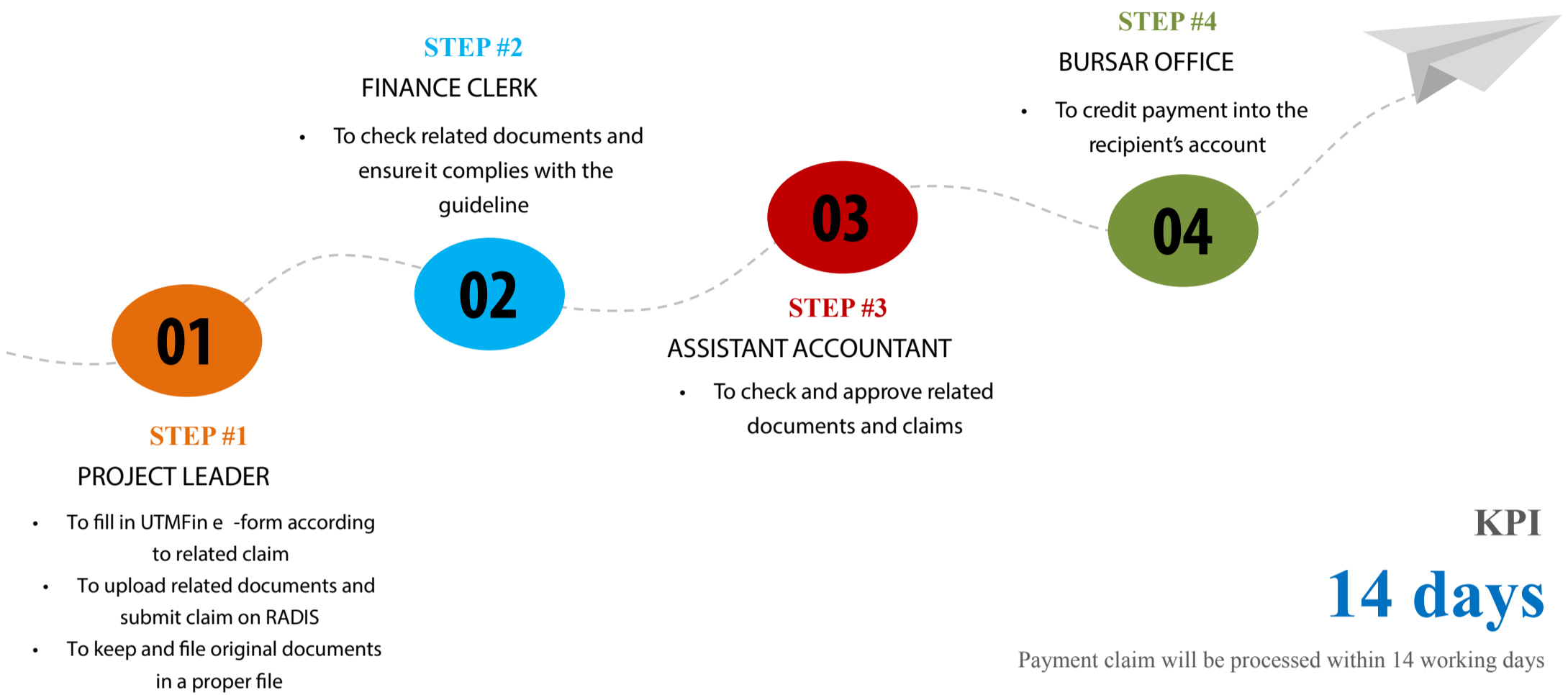
RMC's Role

- To ensure all claims to follow every guideline and circular
- To report unnecessary claims
- To process claims within KPI
- To advise Project Leader on payment issues

CLAIMS AND PAYMENT PROCESS FLOW



UTM
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CLAIMS & PAYMENT ISSUES



Account and Received Funds Unit



01

Types of Service

Types of Service

- > Research Accounts
- > Monitoring Research Funds Expenditure
- > Disbursement and Allocation
- > Invoice From Sponsors/Funders
- > Receipts of Fund Disbursed
- > Closing Account

Documents

- > Research Accounts
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Documents

02

03

Researcher's Responsibility

Researcher's Responsibility

- > To ensure all documents regarding funds received to be submitted to RMC
- > To follow all the guidelines

RMC'S Role

- > To ensure all the funds being transferred to project
- > To advise Project Leader on Fund Issues and technical issues
- > Verify with Bursar on Remittance Guide on fund transactions

RMC'S Role

04

Research Asset Management

TYPES OF SERVICE

1) Payment of Asset

- Asset (>RM3,000 SODO B35000)
- Inventory (RM500-RM2,999 SODO B36000)
- Maintenance (SODO B28000)

ASSET & INVENTORY MUST BE STATED IN PROPOSAL

2) Disposal of Asset & Inventory

- a) **Write off** ("Lupus Beli, Lupus Musnah, Lupus Pindah, Lupus Hadiah")

- Example:- Project Leader pension, End of Contract, Asset are not compatible with new research requirement, Buy the asset for own use and others

b) **Handover** - Project Leader handover the asset to new project leader or other members (eg:pension, End of Contact, Etc)

c) **Transfer** - Ended Grant to Active Grant

01

DOCUMENTS

02

1) Payment of Asset & Inventory :-

- Original Invoice
- Delivery Order
- KEW.PA-2 / KEW.PA-3 (Printed on Pink Paper)
- Local Order (Purchases above RM5,000)
- "Borang Penilaian Pembekal" (Printed on Green Paper)
- Approved Proposal
- Justification Letter (If needed)

2) Payment of Maintenance :-

- Original Invoice
- Delivery Order / Service Report
- KEW.PA-14 (Printed on Pink Paper)
- Copy Of KEW.PA-2 @ KEW.PA-3
- Justification Letter (If needed)

- KEW.PA-14 (Printed on Pink Paper)
- Copy Of KEW.PA-2 @ KEW.PA-3
- Justification Letter (If needed)

Disposal of Asset & Inventory :-
Write Off

- Application Form (UTM/RMC/F/0177)
- KEW.PA-17
- Original Form KEW.PA-2 @ KEW.PA-3
- Supporting document (If needed)

Handover / Transfer

- Application Form for Handover / Transfer (UTM/RMC/F/0176 @ UTM/RMC/F/0175)
- Copy of KEW.PA-2 @ KEW.PA-3

END REPORT MUST BE SUBMITTED TO RMC

RESEARCH RESPONSIBILITY

- To comply all the requirement to purchase an asset or inventory
- To ensure the budget is sufficient
- To follow the guideline for Asset Management (Pekeliling Bendahari Bil.2/2012 & Bil.1/2015)

- Maintain a proper record for KEW.PA-2 & KEW.PA-3
- To keep an asset / inventory in a safety place

03

RMC'S ROLE

04

- To ensure payment of asset, inventory and maintenance follow the guideline and circular
- To advise Project Leader on research asset management / issue
- To make sure Audit Verification for asset management to be done once a year

★ Types of Procurement

- > Direct Purchase (RM5,000 ~ RM50,000)
- > Direct Negotiation (Local/Oversea)
- > Quotation Call (>RM50,000)
- > Tender (>RM500,000)



Researcher's Responsibilities

- > Budget allocation is sufficient to make purchase.
- > Responsible for purchases and approvals for procurement applications.
- > The procurement process should provide open opportunities to all eligible to compete.
- > Get the most affordable and profitable prices (value for money)
- > To ensure market survey have done and get reasonable price.



Documents

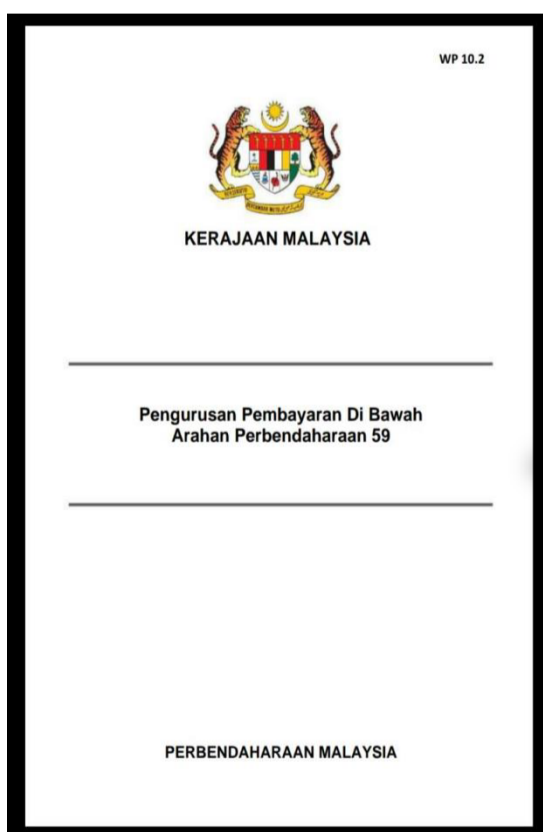
- > Procurement Application
- > UTMFin Form
- > Other related documents
e.g: - Quotation
- Memorandum
- Approval Letter

RMC's Role



- > To ensure procurement application to follow guideline and circular
- > To advise Project Leader on procurement issues

AP59-TATACARA BAYARAN BAGI PEROLEHAN YANG TIDAK MENGIKUT TATACARA PEROLEHAN



AP 59 merupakan satu tatacara pembayaran bagi perolehan sesuatu bekalan, perkhidmatan atau kerja yang dipesan, dibekalkan atau dilaksanakan dengan suci hati tetapi telah menyalahi peraturan kewangan yang berkuat kuasa.

AP 59 bertujuan untuk menentukan punca berlakunya perolehan yang telah menyalahi peraturan kewangan yang berkuat kuasa serta mengesyorkan tindakan surcaj atau/dan tata tertib ke atas pegawai bertanggungjawab.

Perolehan adalah... **Pelaksanaan Dasar Kerajaan**. Sekiranya tidak dilaksanakan dengan sempurna... **KESANNYA** :



Pembaziran



Kos Meningkatkan



Salah Laku



Hilang Kepercayaan