



**SENARAI SEMAK PERMOHONAN PEROLEHAN
BAHAGIAN KEWANGAN**

**PEMBELIAN TERUS ATAS TALIAN / DIRECT PURCHASE FROM ONLINE
(RM 5,001- RM 20,000)**

No	Keterangan/Item	Semakan Pemohon	Semakan Urusetia	Catatan
1)	Borang Permohonan Perolehan lengkap <i>Procurement Application Form must be completed</i>	<input type="checkbox"/>	<input type="checkbox"/>	1) Tarikh terima : 2) Tarikh Pulang : 3) Tarikh terima semula : 4) Tarikh dokumen lengkap :
2)	Tiga (3) perbandingan kajian pasaran atas talian :- a) Disahkan oleh Ketua Projek b) Spesifikasi sama bagi semua kajian pasaran (<i>model & brand</i>) <i>Three (3) online market survey :-</i> a) Endorsment from Project Leader b) Market survey should offer same specification (<i>model & brand</i>)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
3)	Borang Penilaian Pembelian Terus :- a) Disediakan dan diluluskan oleh Ketua Projek/Ahli penyelidikan yang diturunkan kuasa <i>Direct purchase evaluation form :-</i> a) Endorsment from project leader/research members which been authorized by project leader.	<input type="checkbox"/>	<input type="checkbox"/>	
4)	Salinan kelulusan penaja/salinan proposal bagi pembelian alatan <i>Copy approval from sponsors/ Copy of the proposal for the purchase of equipment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5)	Kelulusan Pengarah RMC (jika pembelian peralatan tiada dalam proposal) <i>Approval Letter for items @ equipment which not been listing in proposal (RMC Director)</i>	<input type="checkbox"/>	<input type="checkbox"/>	