



**SENARAI SEMAK PERMOHONAN PEROLEHAN  
BAHAGIAN KEWANGAN**

**PEMBELIAN TERUS / DIRECT PURCHASE (RM 5,001- RM 50,000)**

No	Keterangan/Item	Semakan Pemohon	Semakan Urusetia	Catatan
1)	<b>Borang Permohonan Perolehan lengkap</b> <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)	<b>Borang Permohonan UTMFin &amp; Borang Anggaran Pejabat :-</b> a) Cop dan tandatangan Ketua projek  <i>UTMFin Application Form &amp; Estimation form :-</i> a) <i>Endorsment from Project Leader</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3)	<b>Tiga (3) Quotation :-</b> a) Disahkan oleh Ketua Projek b) Pembekal yang dipilih perlu dikemukakan:- - Quotation asal - Berdaftar UTM - Quotation masih dalam tempoh sah laku c) Spesifikasi sama bagi semua quotation ( <i>model &amp; brand</i> )  <i>Three (3) Quotation :-</i> a) <i>Endorsment from Project Leader</i> b) <i>Company Information (name, address &amp; contact no)</i> - <i>Original Quotation</i> - <i>Registered UTM</i> - <i>Quotation within the validity period</i> c) <i>Quotation should offer same specification (model &amp; brand)</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4)	<b>Borang Penilaian Pembelian Terus :-</b> a) Disediakan dan diluluskan oleh Ketua Projek/Ahli penyelidikan yang diturunkan kuasa  <i>Direct purchase evaluation form :-</i> a) <i>Endorsment from project leader/research members which been authorized by project leader.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5)	<b>Salinan kelulusan penaja/salinan proposal bagi pembelian alatan</b>  <i>Copy approval from sponsors/ Copy of the proposal for the purchase of equipment.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
6)	<b>Kelulusan Pengarah RMC (jika pembelian peralatan tiada dalam proposal)</b>  <i>Approval Letter for items @ equipment which not been listing in proposal (RMC Director)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
7)	<b>Bagi permohonan penyelenggaraan (B28xxx)</b> a) Salinan Borang daftar Harta (Kew-Pa 2) b) Salinan Borang daftar Inventori (Kew-Pa.3)  <i>Application for maintenance (B28000)</i> a) <i>Copy Of Asset Form (Kew-Pa-2)</i> b) <i>Copy Of Inventory Form (Kew-Pa-3)</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	