**SENARAI SEMAK PERMOHONAN PENGURUSAN HARTA PENYELIDIKAN**

**UNIT AKAUN DAN REKOD HARTA,**

**BAHAGIAN KEWANGAN**

**PUSAT PENGURUSAN PENYELIDIKAN**

**ARAS 3, BLOK F54, BANGUNAN PUSAT SISWAZAH**

**81310 UTM, JOHOR www.rmc.utm.my**



**PELUPUSAN HARTA PENYELIDIKAN /**

**WRITE-OFF OF RESEARCH ASSET**

**Dokumen yang perlu dikemukakan:**

***Documents to be submitted:***

**Item (Sila isi pada kotak yang berkaitan) /** *Item (please tick where appropriate)*

|  |  |  |
| --- | --- | --- |
| **No** | **ITEM UMUM / GENERAL ITEM** | **Pemohon****Applicant(√)** |
| **1)** | [**Borang Permohonan Pelupusan Harta Penyelidikan UTM/RMC/F/0177**](file:///C%3A%5CUsers%5CMasasry%5CDropbox%5CUnit%20Akaun%20dan%20Rekod%20Harta%5CProses%20Kerja%20UARH%5CChecklist%5CBorang%20Permohonan%20Pelupusan%20Harta%20Penyelidikan.doc)yang disahkan oleh ketua projek (tandatangan & cop asal)[***Application Form For Write-Off Asset UTM/RMC/F/0177***](file:///C%3A%5CUsers%5CMasasry%5CDropbox%5CUnit%20Akaun%20dan%20Rekod%20Harta%5CProses%20Kerja%20UARH%5CChecklist%5CBorang%20Permohonan%20Pelupusan%20Harta%20Penyelidikan.doc) *verified by project leader (original signature and stamp)* |  |
| **2)** | [**Borang Permohonan / Perakuan Pelupusan Harta UTM KEW.PA-17**](file:///C%3A%5CUsers%5CMasasry%5CDropbox%5CUnit%20Akaun%20dan%20Rekod%20Harta%5CProses%20Kerja%20UARH%5CChecklist%5CKEW.PA-17.docx)yang disahkan oleh ketua projek (tandatangan & cop asal)[***Application Form / Certification For Disposal of Asset UTM KEW.PA-17***](file:///C%3A%5CUsers%5CMasasry%5CDropbox%5CUnit%20Akaun%20dan%20Rekod%20Harta%5CProses%20Kerja%20UARH%5CChecklist%5CKEW.PA-17.docx) *verified by project leader (original signature and stamp)* |  |
| **3)** | **Borang Daftar Harta Tetap KEW.PA-2 @ Daftar Inventori KEW.PA-3***Asset Registration Form KEW.PA-2 @ Inventory Registration KEW.PA-3* |  |
| **4)** | **Salinan proposal yang diluluskan (MengikutPenaja) / surat sokongan penyerahan Harta Penyelidikan kepada penaja / organisasi luar UTM***Copy of approved proposal (Depends on sponsor) / supporting letter stated transfer of asset back to sponsor / to outside organization****\*\* hanya untuk pindahan harta penyelidikan kepada penaja / organisasi luar (just for application to give back the assets to sponsor / give to others outside organization)*** |  |

**Pemohon boleh memilih cara pelupusan berikut/** *Applicant could choose type of write-off assets as below:*

1. **Lupus Musnah – pelupusan untuk harta yang tidak lagi boleh digunakan /** *write-off for assets that couldn’t be used / outdated*
2. **Lupus Beli – pelupusan harta dengan pilihan untuk membeli harta penyelidik pada nilai semasa harta berkaitan/** *write-off assets that project leader intents to buy the assets based on current value of the assets*
3. Lupus Hadiah – pelupusan untuk menyerahkan harta penyelidikan kepada organisasi yang **telah dipersetujui/** *write-off assets cause need to give the assets to other organization as per approved*
4. **Lupus Pindah – pelupusan untuk menyerahkan kembali kepada penaja / diletakkan di kawasan yang dinyatakan di dalam proposal geran penyelidikan/** *write-off assets cause need to give back to sponsor / to be placed at areas that have been declared in the proposal*