|  |  |  |
| --- | --- | --- |
|  | **PUSAT PENGURUSAN PENYELIDIKAN (RMC)** | **UTM/RMC/F/0185**  **Pindaan: 0**  **Tarikh Kuat Kuasa: 10/5/2016** |
| **BORANG PERAKUAN BAGI PENGGANTIAN PROSES VERIFIKASI HARTA** | | |

Adalah dimaklumkan dengan ini, saya **(Nama Pemohon)** …………………………………………………………………………, No. Kad Pengenalan/Pasport ………….………………….....…………………… dari **(PTJ)** …………………………………………………………….. selaku Ketua Projek bagi Pusat Kos Penyelidikan **(No. Vote Projek)** …………….…………………………………………. dengan ini sesungguhnya memperakui bahawa;

1. Saya telah membuat pembelian :-

Harta Tetap / Inventori : ………………………………………………………………………………………….

Syarikat : ………………………………………………………………………………………….

Alamat Syarikat : ………………………………………………………………………………………….

No Pesanan Tempatan/Inbois : ………………………………………………………………………………………….

Tarikh Inbois : ………………………………………………………………………………………….

Harga Pembelian (RM) : ………………………………………………………………………………………….

1. Harta Tetap / Inventori tersebut telah diterima lengkap di pihak kami pada **(tarikh)** ……………………………… dan saya juga telah melawat dan meninjau lokasi pemasangan Harta Tetap / Inventori tersebut. Kini Harta Tetap/Inventori tersebut ditempatkan di **(seperti dinyatakan pada Borang KEW.PA-2/ KEW.PA-3)** ………………………………………………………………………
2. Perkara-perkara berikut telah dikemaskini *(tandakan pada kotak yang berkaitan)*:-

* KEW.PA-2 Borang Daftar Harta Tetap (rekod lokasi & butiran dikemaskini)
* KEW.PA-3-Borang Daftar Inventori (rekod lokasi & butiran dikemaskini)
* KEW.PA-6-Borang Daftar Pergerakan Harta Tetap dan Inventori (jika berkaitan)
* KEW.PA-7- Borang Senarai Harta Tetap dan Inventori Mengikut Lokasi
* Dilekatkan Pelekat Barkod UTM untuk Harta Tetap ATAU Inventori

Saya sesungguhnya faham bahawa, sekiranya saya melanggar perakuan ini, saya boleh dikenakan tindakan tatatertib mengikut Peraturan-Peraturan Tatatertib Badan-Badan Berkanun, Akta Badan-Badan Berkanun (Tata tertib dan Surcaj) 2000 (Akta 605).

Sekian, terima kasih.

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Yang benar,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nama :**

**Jawatan :**

**Tarikh :**

|  |  |  |
| --- | --- | --- |
|  | **RESEARCH MANAGEMENT CENTRE**  **(RMC)** | **UTM/RMC/F/0185**  **Amendment: 0**  **Effective Date: 10/5/2016** |
| **DECLARATION FORM FOR REPLACEMENT OF ASSET VERIFICATION** | | |

Hereby, I **(Name of Applicant)** ………………………………………………………………………. ,Identification Card Number/Pasport No …………………………………………... from **(PTJ)** …………………………………………………………….. as Project Leader under Research Project **(Vote Project Number)** ……………………………………. declare that;

1. I have made a purchase of:-

Fixed Asset / Inventory : ………………………………………………………………………………………….

Company Name : ………………………………………………………………………………………….

Company Address : ………………………………………………………………………………………….

Number of Local Order/Invoice : ………………………………………………………………………………………….

Date of Invoice : ………………………………………………………………………………………….

Price of Earnings (RM) : ………………………………………………………………………………………….

1. Fixed Asset/Inventory has been received completely on **(date)**……………………………… and I have also visited and inspected the location where it being installed. Now, the Fixed Assets/Inventory is placed **(as per stated on Form KEW.PA-2/ KEW.PA-3)** ………………………………………………………………………
2. The following items have been updated *(tick the appropriate box)*:-

* KEW.PA-2 Borang Daftar Harta Tetap [Fixed Assets Registration Form] (details and location updated)
* KEW.PA-3-Borang Daftar Inventori [Inventory Registration Form] (details and location updated)
* KEW.PA-6-Borang Daftar Pergerakan Harta Tetap dan Inventori [Form for movement of Fixed Assets and Inventory] *(if relates)*
* KEW.PA-7- Borang Senarai Harta Tetap dan Inventori Mengikut Lokasi [List of Fixed Assets and Inventory Form based on location]
* UTM Barcode sticker of Fixed Assets OR Inventory have been affixed on the equipment

I fully understand that, if I against this declaration, I understood that I might be subject to disciplinary action by the Disciplinary Regulations Statutory Bodies, the Statutory Bodies (Rules and Surcharge) Act 2000 (Act 605).

Thank you.

**“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name :**

**Position :**

**Date** :