**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**



**PERMOHONAN PEMBAYARAN ASET,INVENTORI & PENYELENGGARAAN /   
PAYMENT APPLICATION FOR ASSET,INVENTORY & MAINTAINANCE**

**Dokumen yang perlu dikemukakan melalui UTMFin & Online Claim & Payment:**

***Documents to be submitted via UTMFin & Online Claim & Payment:***

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

|  |  |  |
| --- | --- | --- |
| **No** | **ITEM UMUM / GENERAL ITEM** | **Pemohon**  **Applicant (√)** |
|  | **BAYARAN MELALUI INBOIS BIL/PAYMENT BY INVOICE** |  |
| **1)** | **Inbois asal syarikat (Pengesahan / Cop Asal Ketua Projek & Syarikat)**  *Company original invoice (Reseacher & Company Original Stamp)* |  |
| **2)** | **Nota hantaran asal (Pengesahan Ketua Projek & Syarikat)**  *Original delivery order (Reseacher & Company Original Stamp)*  *Jika melibatkan penyelenggaraan:*  ***Servis form/Servis Sheet/Maintainance Report etc*****(Pengesahan Ketua Projek & Syarikat)**  If related to maintainance:  *Servis form/Servis Sheet/Maintainance Report (Reseacher & Company Original Stamp)* |  |
| **3)** | **Salinan proposal yang diluluskan (Mengikut Penaja)**  *Copy of approved proposal (Based on approver)* |  |
| **4)** | **Surat Justifikasi keperluan pembelian kepada Penaja/Pengarah RMC/Ketua Program (Jika pembelian peralatan tidak terkandung dlm proposal yang diluluskan – Jika Berkaitan)**  Justification Letter to Sponsor/ RMC Dean/Program Leader for items @ equipment which is not listing in proposal (If Applicable) |  |
| **5)** | **Pilih pembayaran yang berkaitan/***Choose related item.*   * **JIKA ASET/** IF ASSET (B35)   **-1 Salinan (*pink*) Borang Daftar Harta Tetap KEW.PA-2/** *1 Copies Of Asset Registration Form KEW.PA-2*  ***-No. Siri Pendaftaran Harta Tetap (ptj/vot/H/tahun pembelian/no. giliran harta) cth:J26/4H017/H/15/2***   * + *Asset Registration No. ((ptj/vot/H/year of purchased /asset’s no.) eg:J26/4H017/H/15/2* * **JIKA INVENTORI/** IF INVENTORY (B36)   **-1 Salinan (*pink*) Borang Daftar Inventori KEW.PA-3/***1 Copies Of Inventory Registration Form KEW.PA-3*  ***-No. Siri Pendaftaran Inventori (ptj/vot/i/tahun pembelian/no. giliran inventori) cth:J26/4H017/i/15/2***   * + *Inventory Registration No. ((ptj/vot/i/year of purchased /inventor’s no.) eg:J26/4H017/i/15/2* * **JIKA PENYELENGGARAAN/** IF IMAINTAINANCE (B28)   **-1 Salinan (*pink*) Borang Daftar Penyelenggaraan Harta Modal KEW.PA-14/** *1 Copies* Borang Daftar Penyelenggraaan Harta Modal *KEW.PA-14*  **-1 Salinan Borang Daftar Harta Tetap KEW.PA-2/Borang Daftar Inventori KEW.PA-3 \*\*Alatan asal yang diselenggara mestilah berdaftar dengan UTM**  *1 Copies Of Asset Registration Form KEW.PA-2/ Inventory Registration Form KEW.PA-3 \*\*Asset/inventori purchased under UTM.* |  |
| **6)** | **Memo pegawai bertanggungjawab (Mengandungi maklumat Nama , Jawatan, No Telefon bimbit pegawai yang menjaga alat**  *Information of Officer Incharge ( Details consist of name, position, handphone no)* |  |
|  |  |  |
|  | **BAYARAN MELALUI PESANAN TEMPATAN/PAYMENT B Y LOCAL ORDER** |  |
| **1)** | **Inbois asal syarikat (Pengesahan / Cop Asal Ketua Projek & Syarikat)**  *Company original invoice (Reseacher & Company Original Stamp)* |  |
| **2)** | **Nota hantaran asal (Pengesahan Ketua Projek & Syarikat)**  *Original delivery order (Reseacher & Company Original Stamp)*  *Jika melibatkan penyelenggaraan:*  ***Servis form/Servis Sheet/Maintainance Report etc*****(Pengesahan Ketua Projek & Syarikat)**  If related to maintainance:  *Servis form/Servis Sheet/Maintainance Report (Reseacher & Company Original Stamp)* |  |
| **3)** | **Salinan asal Pesanan Tempatan (Kuning)**   * **Pengesahan dan Cop Asal Ketua Projek di perakuan jabatan** * **Pengesahan dan Cop Asal Syarikat di perakuan pembekal**   *Original Local Order (Yellow)*   * *Researcher’s original signature and stamp at ‘perakuan jabatan’* * *Company’s original signature and stamp at ‘perakuan pembekal’* |  |
| **4)** | **Borang Penilaian Pembekal (Hijau)**  *Company Evaluation Form (Green)* |  |
| **5)** | **Surat Justifikasi keperluan pembelian kepada Penaja/Pengarah RMC/Ketua Program (Jika pembelian peralatan tidak terkandung dlm proposal yang diluluskan – Jika Berkaitan)**  Justification Letter to Sponsor/ RMC Dean/Program Leader for items @ equipment which is not listing in proposal (If Applicable) |  |
| **6)** | **Pilih pembayaran yang berkaitan/***Choose related item.*   * **JIKA ASET/** IF ASSET (B35)   **-1 Salinan (*pink*) Borang Daftar Harta Tetap KEW.PA-2/** *1 Copies Of Asset Registration Form KEW.PA-2*  ***-No. Siri Pendaftaran Harta Tetap (ptj/vot/H/tahun pembelian/no. giliran harta) cth:J26/4H017/H/15/2***   * + *Asset Registration No. ((ptj/vot/H/year of purchased /asset’s no.) eg:J26/4H017/H/15/2* * **JIKA INVENTORI/** IF INVENTORY (B36)   **-1 Salinan (*pink*) Borang Daftar Inventori KEW.PA-3/***1 Copies Of Inventory Registration Form KEW.PA-3*  ***-No. Siri Pendaftaran Inventori (ptj/vot/i/tahun pembelian/no. giliran inventori) cth:J26/4H017/i/15/2***   * + *Inventory Registration No. ((ptj/vot/i/year of purchased /inventor’s no.) eg:J26/4H017/i/15/2* * **JIKA PENYELENGGARAAN/** IF IMAINTAINANCE (B28)   **-1 Salinan (*pink*) Borang Daftar Penyelenggaraan Harta Modal KEW.PA-14/** *1 Copies* Borang Daftar Penyelenggraaan Harta Modal *KEW.PA-14*  **-1 Salinan Borang Daftar Harta Tetap KEW.PA-2/Borang Daftar Inventori KEW.PA-3 \*\*Alatan asal yang diselenggara mestilah berdaftar dengan UTM**  *1 Copies Of Asset Registration Form KEW.PA-2/ Inventory Registration Form KEW.PA-3 \*\*Asset/inventori purchased under UTM.*  *.* |  |
| **7)** | **Memo pegawai bertanggungjawab (Mengandungi maklumat Nama , Jawatan, No Telefon bimbit pegawai yang menjaga alat**  *Information of Officer Incharge ( Details consist of name, position, handphone no)* |  |
|  |  |  |
|  | **BAYARAN BALIK WANG/REIMBURSEMENT** |  |
| **1)** | **Bukti pembayaran (Resit asal syarikat / inbois & transaksi ‘online’ / salinan penyata kad kredit dan sebagainya jika berkaitan)**   * **Pengesahan dan cop asal Ketua Projek & Syarikat pada resit asal** * **Pengesahan dan cop asal Ketua Projek pada bukti bayaran yang lain.**   *Prove of payment (Original receipts/invoice & ‘online’ transaction / copied of credit card statement and exectra )*   * *Receipts must be certified and stamped by the Project Leader.* * *All prove of payment must be certified and stamped by the Project Leader***.** |  |
| **2)** | *Jika melibatkan penyelenggaraan:*  ***Servis form/Servis Sheet/Maintainance Report etc*****(Pengesahan Ketua Projek & Syarikat)**  If related to maintainance:  *Servis form/Servis Sheet/Maintainance Report (Reseacher & Company Original Stamp)* |  |
| **3)** | **Surat Justifikasi keperluan pembelian kepada Penaja/Pengarah RMC/Ketua Program (Jika pembelian peralatan tidak terkandung dlm proposal yang diluluskan – Jika Berkaitan)**  Justification Letter to Sponsor/ RMC Dean/Program Leader for items @ equipment which is not listing in proposal (If Applicable) |  |
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| **5)** | **Memo pegawai bertanggungjawab (Mengandungi maklumat Nama , Jawatan, No Telefon bimbit pegawai yang menjaga alat**  *Information of Officer Incharge ( Details consist of name, position, handphone no)* |  |

***1.Pada Claim & payment (Invoice Type), sila tandakan jenis permohonan mengikut kategori yang betul samaada:/****On Claim & Payment Module (Invoice Type), please tick to the necessary box either as follows:*

* ***Asset***
* ***Inventory***
* ***Maintainace***