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|  | UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK FINANCE & PROCUREMENT DEPARTMENT PROCEDURES OF PREPARING OFFICIAL RECEIPT | Doc. No: | UniKL/RCMP/FIN-05 |
| | | Revision No: | 01 |
| | | Date | 01 July 2017 |
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|--|---|
| Prepared by:  Name: Mohd Arif Bin Roslan Position: Executive of Finance & Procurement Department, UniKL RCMP Date: 01 July 2017 | Approved by:  Name: Khalifah Binti Hamzah Position: Head of Finance & Procurement Department, UniKL RCMP Date: 01 July 2017 |
|--|---|

AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|--------------|--|--------------|-------------|
| 1 | 09 May 2014 | Establishment | 00 | HOD |
| 2 | 01 July 2017 | - Upgrading of ISO 9001:2015 - Amendment on :- 1) Change name of Department from Finance Department to Finance & Procurement Department 2) Refer 7.1 & 7.2 - Add duration and amend person-in-charge 3) Refer 8.0 - Change retention period to 7 years | 01 | HOD |

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1.0 OBJECTIVE

The objective of this SOP is to provide guidelines on procedures of preparing official receipt for payment received.

2.0 SCOPE

The scope of this SOP covers all payment/contribution received by Finance Department, UniKL RCMP.

3.0 REFERENCE

PEKELILING KEWANGAN BIL 9 UNIKL

4.0 DEFINITIONS/ABBREVIATIONS

UniKL : Universiti Kuala Lumpur
 FPHS : Faculty of Pharmacy and Health Sciences
 FOM : Faculty of Medicine

5.0 RESPONSIBILITY

5.1 Head of Finance & Procurement Department is responsible to ensure this procedure is adhered to by Finance & Procurement Department.

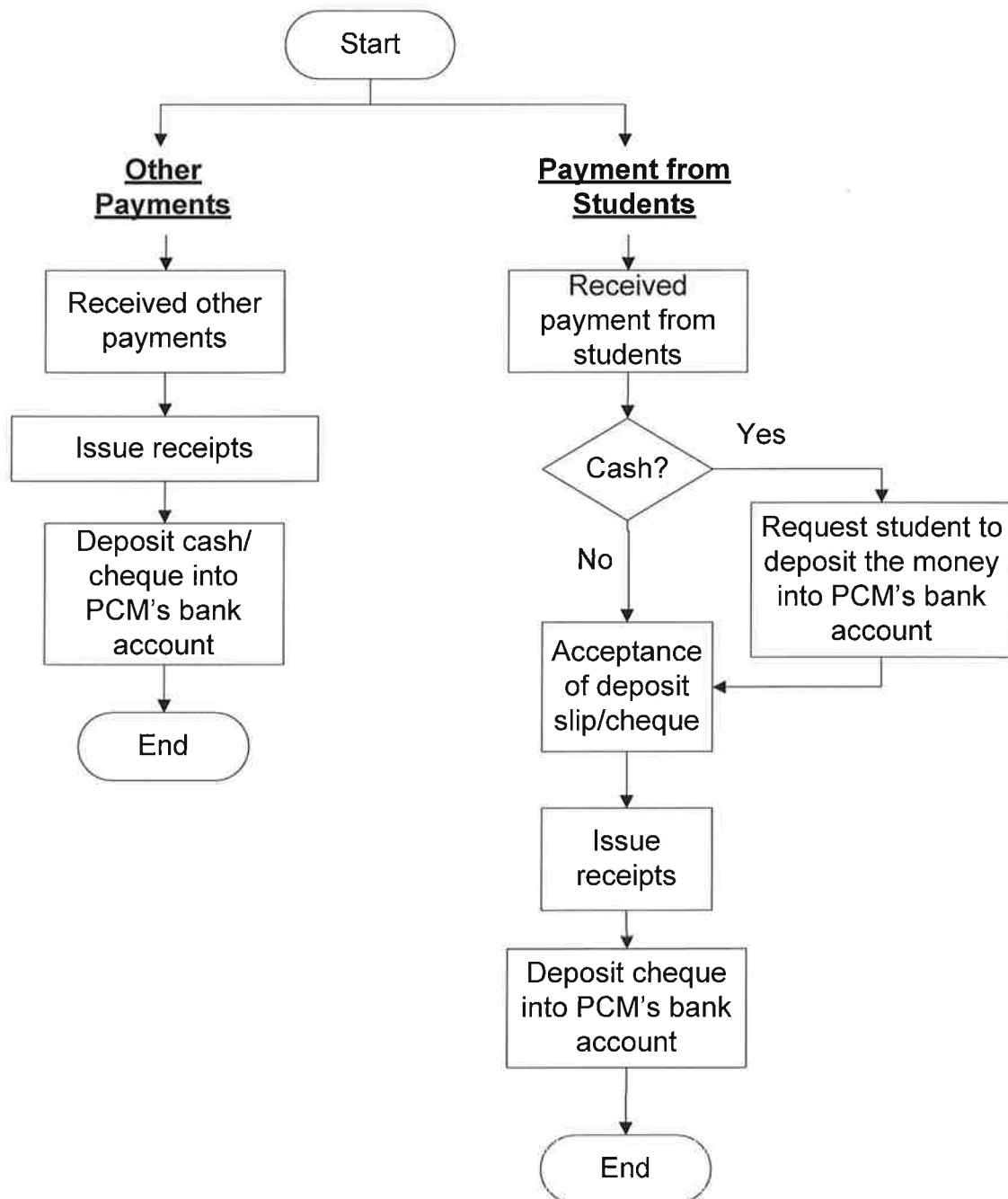
6.0 PROCEDURE


Refer to the flowchart process at the next page:-



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FINANCE & PROCUREMENT DEPARTMENT
PROCEDURES OF PREPARING OFFICIAL
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7.0 DESCRIPTION

7.1 Other Payments

| No | Description | Person in Charge | Document | Duration |
|----|---|--------------------------|--------------------------------------|--|
| 1 | Received other payments | Administrative Assistant | Cheque/Cash | - |
| 2 | Issue receipts | Administrative Assistant | Official Receipt (Autocount/Receipt) | 1 Day |
| 3 | Deposit cash/cheque into PCM's bank account | Administrative Assistant | Deposit Slip | Every Monday, Wednesday & Friday or when cash in hand is more than RM1,000 |

7.2 Payment from Students

| No | Description | Person in Charge | Document | Duration |
|----|--|--------------------------|--------------------------------------|----------------------------------|
| 1 | Received payment from students | Administrative Assistant | | - |
| 2 | Request student to deposit the money into PCM's bank account | Administrative Assistant | PCM's Account No | - |
| 3 | Acceptance of deposit slip/cheque | Administrative Assistant | Deposit slip/Cheque | - |
| 4 | Issue receipts | Administrative Assistant | Official Receipt (Autocount/Receipt) | 1 Day |
| 5 | Deposit cheque into PCM's bank account | Administrative Assistant | Deposit Slip | Every Monday, Wednesday & Friday |

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8.0 RECORD

| No | Title/Record | Location/Responsibility | Retention Period |
|----|------------------|--------------------------|------------------|
| 1 | Official Receipt | Administrative Assistant | 7 years |



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P.C.M. SDN. BHD. (477486-U)

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Tel : 05-2432635 Fax : 05-2432636
<http://www.perakmed.edu.my>

FATIN AMIERA ADHRIANA BINTI YUSOP

OFFICIAL RECEIPT

Voucher No.: OR-35944
Date: 31/07/2017
Cheque : 32654475
Payment by : CASH

RECEIVE THE SUM OF RINGGIT MALAYSIA TWENTY ONLY

| Acc. No. | Description | Amount |
|----------|-------------------|--------|
| 999-1003 | TOPUP PRINTING IT | 20.00 |

UniKL/RCMP/FIN-05-A

NB

Validity of This Receipt
Subject to Clearing of Cheque

TOTAL: 20.00

FOR P. C. M. SDN BHD



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Managed by :
UNIVERSITI KUALA LUMPUR
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RESIT RASMI
OFFICIAL RECEIPT
UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK
NO. 3, JALAN GREENTOWN 30450 IPOH PERAK

I 19081

Pembayar / Payee FARAH WAHIDAH BINTI MIOR GHAZALI

No : RN1708700006

No ID / ID No 59105217019

Tarikh / Date : 01-AUG-2017

Tunai / Cek / Draf / Lain-lain FS7714081173 BANK-IN CIMB
Cash / Cheque / Draft / etc.

Rujukan / Ref : 29-JUL-2017

| Maklumat Bayaran Detail Of Payment | Jumlah / Amount (RM) |
|---|----------------------|
| Receipt Generation for Tuition Fees Invoice Generated for 2016/2017-2 | 1,000.00 |



Ringgit Malaysia : SATU RIBU SAHAJA

TANPA PRASANGKA

MUSTAHAK / IMPORTANT : Resit hanya sah setelah cek berkenaan diperlakukan.
The receipt valid only upon clearance the stated cheque.
Resit hanya sah jika diperlakukan oleh petugas / cetakan komputer.
The receipt is only valid if it is machine validate / verify by authorised personnel.

Penerima : 620208
b.p
Universiti Kuala Lumpur

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