


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK FINANCE & PROCURMENT DEPARTMENT	Doc. No:	UniKL/RCMP/ FIN-04
		Revision No:	01
		Date	01 July 2017
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PROCEDURE OF PAYMENT TO SUPPLIERS/CREDITORS			

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
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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 & department from Finance Department to Finance & Procurement Department 2) Amend 2.0 and add duration to process payment 3) Refer 4.0, 6.1 & 7.0 from FD to FPD 4) Refer 7.0 (6) and add description 5) Refer 7.0 change person-in-charge and add duration 6) Refer 8.0 – add records	01	HOD

	<p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK FINANCE & PROCUREMENT DEPARTMENT</p> <p style="text-align: center;">PROCEDURE OF PAYMENT TO SUPPLIERS/CREDITORS</p>	Doc. No:	UniKL/RCMP/ FIN-04
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1.0 OBJECTIVE

The objective of this SOP is to provide guidelines on procedure of payment to suppliers/creditors.

2.0 SCOPE

The scope of this SOP covers all departments/faculties in UniKL RCMP. The payment to suppliers/creditors will be processed within 30-45 working days.

3.0 REFERENCE

UniKL Finance Circular No. F/AP/0004/2007

4.0 DEFINITIONS/ABBREVIATIONS

HOD	:	Head of Department
PRF	:	Purchase Requisition Form
SSF	:	Supplier Selection Form
JKSA/B	:	Approval Jawatankuasa Sebutharga A/B
PO	:	Purchase Order
DO	:	Delivery Order
PU	:	Procurement Unit
FPD	:	Finance & Procurement Department
PV	:	Payment Voucher
PCV	:	Petty Cash Voucher

5.0 RESPONSIBILITY

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

6.0 PROCEDURE

6.1 Refer to the process flow chart as in the next page.



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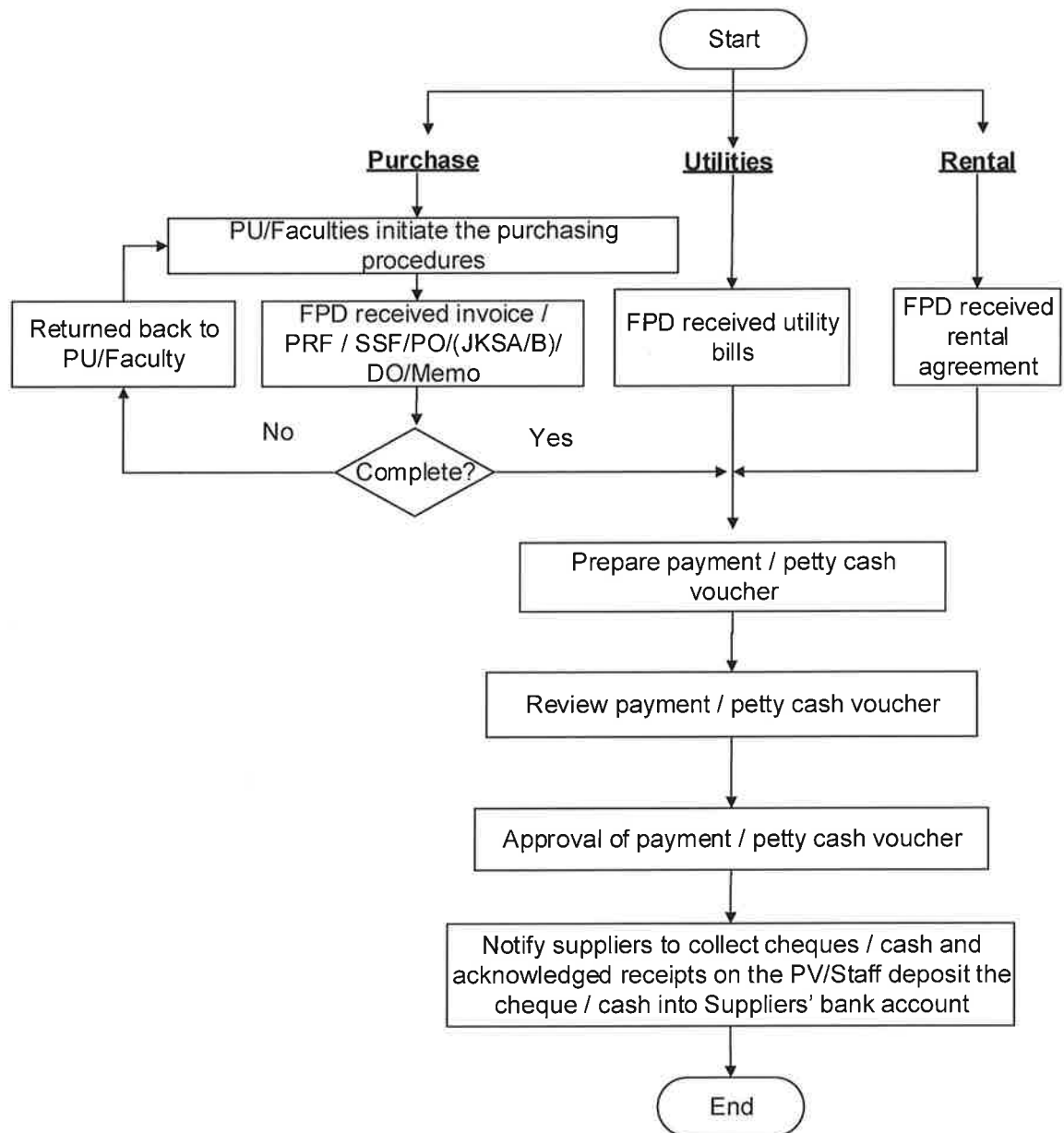
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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	PU/Faculties initiate the purchasing procedures	User/Applicant from various departments / faculties	-Invoice/SSF/PO/PRF/ (JKSA/B) /DO/ Memo	-
2	FPD received invoice/PRF/SSF/PO/ (JKSA/B) / DO / Memo	Administrative Assistant	-Invoice/SSF/PO/PRF/ (JKSA/B) /DO/ Memo	-
3	Returned back to PU/Faculty	Administrative Assistant	-Invoice/SSF/PO/PRF/ (JKSA/B) /DO/ Memo	-
4	FPD received utility bills	Administrative Assistant	-TNB/LAP/ Broadband/Lift Maintenance/Others	-
5	FPD received rental agreement	Administrative Assistant	Rental agreement	-
6	Prepare payment / petty cash voucher >RM100 by cheque/online transfer ≤RM100 by cash/online transfer <ul style="list-style-type: none"> - Payment by cheque for amount below RM100 is subject to the discretion of FPD - Payment by cash for amount above RM100 but limited to RM500 is subject to the discretion of FPD 	Administrative Assistant	PV / PCV and supporting documents	10-15 days

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7.0 DESCRIPTION (Continued)

No	Description	Person in Charge	Document	Duration (working days)
7	Review payment / petty cash voucher	Administrative Officer / Executive	PV / PCV and supporting documents	10-15 days
8	Approval of payment / petty cash voucher	Authorised Signatories	PV / PCV and supporting documents	10-15 days
9	<p>Notify suppliers to collect cheques / cash and acknowledged receipts on the PV / PCV or Staff deposit the cheque into Suppliers' bank account</p> <p>For online payment, notification will be sent automatically to the supplier after the fund is transferred</p>	Administrative Assistant	PV / PCV	-

8.0 RECORD

No	Title / Records	Location/Responsibility	Retention Period
1	PV/PCV & Supporting Documents	Administrative Assistant	7 years



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PAYMENT VOUCHER

PAY TO

ETIQA TAKAFUL BERHAD
Level 19, Tower C
Dataran Maybank
No 1 Jalan Maarof
59000 Kuala Lumpur

Voucher No. : PV-54891
Date : 01/08/2017
Cheque No. : CIMB494016
Payment By : CHEQUE

PAY THE SUM OF

RINGGIT MALAYSIA FIVE THOUSAND ELEVEN AND CENTS NINETY NINE ONLY

Acc. No.	Description	Amount
400-E011	PYMT FOR RENEWAL WTG4375 & AHA7714	5,011.99

Payment Details

Doc. No.	Doc Date	Org.Amt	Outstanding	Paid Amount	Doc. No.	Doc Date	Org.Amt	Outstanding	Paid Amount
Renewal WTG4375	31/07/2017	1,490.98	0.00	1,490.98	PI-011038	31/07/2017	3,521.01	0.00	3,521.01

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PREPARED BY
Nora Azuain Mohd Akhrir

CHECKED BY
Azah Nur Darus
Faridah Hanim Ramli

APPROVED BY
Hisshamuddin Omar
Khalifah Hamzah
Mohd Arif Roslan

TOTAL : 5,011.99

Banked in 1/8/17
RECEIVED BY