

RESEARCH AND DEVELOPMENT

Our ref: MMU/RMC/CCC/MEMO/2014/03

MEMO

To : External Grant Project Leaders of  
1. Faculty of Computing and Informatics  
2. Faculty of Creative Multimedia  
3. Faculty of Management  
4. Graduate School of Management  
5. Faculty of Information Science and Technology  
6. Faculty of Business  
7. Faculty of Law  
8. Learning Institute for Empowerment  
9. Centre for Diploma Programmes

From : Director, Research Management Centre  
Multimedia University

Date : 16 December 2014

Re : Purchase and Payment Date for Approved Corporate Credit Card For External  
Research Grant Online Purchase

---

Dear Prof. / Dr. / Sir / Madam,

We would like to draw your attention to the above matter.

For the actual purchase and payment online, the presence of project leader is required with Director of RMC.

The actual purchase and payment online will be held on **Wednesdays from 11.00am till 1.00pm** or until further notice by RMC. You are required to bring along the approved application form and other supporting documents to RMC office.

Below are details for both campuses.

Campus	RMC person in charge	Venue
Cyberjaya	Prof. Dr. Hairul Azhar Abdul Rashid/Taufiz	RMC office, 2 <sup>nd</sup> Floor, Chancellery Building Ext 5989
Melaka	Dr. Chan Yee Kit	FET building, MLMR4011 Ext 3795/3060

Your sincerely,

*o/b*



**ASSOC. PROF. DR. ZULFADZLI YUSOFF**  
Deputy Director  
Research Management Centre  
Multimedia University  
Persiaran Multimedia, 63100 Cyberjaya  
Selangor Darul Ehsan, Malaysia

**PROF. DR. HAIRUL AZHAR ABDUL RASHID**  
Director  
Research Management Centre (RMC)