

RESEARCH AND DEVELOPMENT

Our ref : MMU/RMC/MEMO/TMR&D/2013/001

MEMO

To : All TMR&D Fund Project Leaders
Multimedia University

From : Director, Research Management Centre
Multimedia University

Through : Vice President (R&D&I)
Multimedia University

Date : 26 April 2013

Re : **CHANGE OF PROCUREMENT PLAN AND BUDGET VIREMENT**

Dear Prof. / Dr. / Sir / Madam,

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

All project leaders are reminded to spend according to the approved procurement plan and budget by PSC to ensure smooth and successful project implementation and completion.

However, there will be instances where you may need to depart from the original procurement plan and budget allocation. While we trust your judgment as project leaders, necessary documentation is still necessary as a means for good governance.

Any request for change of procurement plan or budget virement must be made by sending a formal letter to RMC. Upon approval, RMC will subsequently notify TMR&D.

Yours sincerely,

PROF. DR. HAIRUL AZHAR ABDUL RASHID
DIRECTOR
RESEARCH MANAGEMENT CENTRE