

RESEARCH MANAGEMENT CENTRE

Our ref : MMU/RMC/MEMO/GRANT/2020/2

MEMO

To : Project Leaders (external grant)
Multimedia University

From : Director,
Research Management Centre
Multimedia University

Date : **20/02/2020**

Re : Purchasing of Items using Pay and Claim Method for External Grant (value less than RM1000)


Dear Prof. / Dr. / Sir / Madam,

Effective from 1st March 2020, any purchase of items or payment for services using pay and claim method for external grant (value less than RM1000) will be required to get pre-approval from RMC.

Any claim request that is not attached with the approved form will not be entertained and RMC would not be responsible for the payment.

The pre-approval can be requested using the **Pay and Claim Pre-Approval Form** which is available at RMC website (<http://research.mmu.edu.my/index.php?req=58>). The completed form must be submitted through this **Document Submission to RMC Page** <http://gg.gg/gsfz2> to improve processing efficiency and for easier tracking.

Yours sincerely,


PROF. IR. DR. ZULFADZLI BIN YUSOFF
DIRECTOR
RESEARCH MANAGEMENT CENTRE

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