MULTIMEDIA UNIVERSITY®

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FACULTY OF ENGINEERING AND TECHNOLOGY

Final Year Project Reimbursement Requisition Form

NAME : …….....

STUDENT ID NO.: ……. I.C./PASSPORT NO : .....

(Please attach 1 photocopy of your IC/passport)

PROJECT CODE : …… E-mail : ……

PROJECT TITLE : ……

BANK: ..... Account No.: ……... Mobile No.: …….....

(Please attach 1 photocopy of your bank statement)

NO.	DESCRIPTION	RECEIPT NUMBER	TOTAL OF ITEM	TOTAL AMOUNT (RM)
				RM

IMPORTANT NOTICE - PLEASE READ (STUDENT & SUPERVISOR)

- ***For 1 item if the unit price more than RM100, please get 3 quotations from different company and get approval from the Dean before you purchase at the lowest price.***
- ***Different items purchased from the same company can be combined into a single receipt.***
- ***The Faculty will only reimburse students with consumables materials such as electronic components.***
- ***We will not reimburse any traveling, any stationery such as paper/ink/diskette/photocopying, custom clearance, any delivery/shipping, or other service charge.***
- ***Only official cash receipt will be accepted and supervisor must sign & stamp on each receipts. Payment via online or credit card must be attached with receipt/bank statement as proof of payment.***
- ***Except for electronic components and chemical, which are consumables, finished project should be returned to the labs or supervisor for future use.***
- ***Reimbursement amount claim is subjected to the Dean's approval.***
- ***All claims must be submitted to the Dean's office latest by one week after final presentation.***
- ***Receipt with GST ID no. must be printed. Handwritten GST ID no. receipt is not acceptable.***

Confirmation by Supervisor:

I hereby confirmed that the above purchase is deemed to be necessary for the purpose of Final Year Project under my supervision and I will ensure that the above items (except for electronic components and chemical, which are consumables) would be returned to the Faculty for future use.

FYP items: To be kept by: ☐ Supervisor ☐ Student

Confirmed by:	Claimed by:	Approved by:
……..	……	……..
(**Supervisor's Signature & Stamp**)	**(Student)**	**(Dean)**
Date:	Date:	Date:

updated: May 2018