

Lee Kong Chian Faculty of Engineering and Science, Universiti Tunku Abdul Rahman			
Form Title : FINAL YEAR PROJECT (FYP) REIMBURSEMENT REQUISITION PROCEDURES			
Form Number : QP-LKCFES-FPC-001	Rev No: 4	Effective Date : 01/06/2016	Page No : 1 of 4

Please read this guideline and procedure carefully before you purchase any item for your project to avoid any miscommunication and delay

- (1) The maximum claim is **RM500** only per student per project.
- (2) Do not include personal item(s) in the claimable receipt.
- (3) Each student can only submit their claim **ONCE** for the entire project.
- (4) Student is encourage to check with lab staff from Department of Lab Management and Safety Administration (DLMSA) before any purchases is initiated.
- (5) For **items above RM100.00***, permission is required from their FYP supervisor and at least THREE (3) quotations (quotation with company's name through e-mail or website is acceptable) are required to prove that the best price is chosen before any purchase is commenced.

* "**Item above RM100.00**" means:

- (1) item with price exceeds RM100.00 per item or
- (2) item with more than one unit of the same item is purchased and the total price is more than RM100.00

* Splitting the purchase into two or more receipts of less than RM100.00 each is not allowed.

- (6) For **item above the maximum claim limit of RM500.00**, the reimbursement of the receipt cannot be shared with another student. The student will be reimbursed with the maximum claim amount of RM500.00.
- (7) Student is NOT ALLOWED to claim item(s) in the list of **non-claimable item** as categorized in 7(a). If student need to claim item(s) listed under 7(a), the student is **compulsory** to submit an application letter with strong justification and supporting document(s) through the FYP Supervisor to HOD for recommendation and to Faculty Management Committee (FMC) for consideration and approval before any purchase of the item(s) is initiated.

If student need to claim **item(s) provided by DLMSA**, the student is **compulsory** to get the approval from DLMSA before any purchase of items is initiated.

- (a) Accommodation, computer hardware and accessories (e.g., hard disk: RAM, CD, CD-ROM, CD-R, CD-RW, DVD etc.), equipment maintenance (e.g., repair), laboratory equipment, lab coat, printing & binding services (e.g., thesis printing), software, special services (e.g., consultancy), stationery, travelling expenses (mileage, fuel, toll, fares) and **items provided by DLMSA** (subject to availability).

(refer to List 7(a) in the website for detailed information)

The list will be updated from trimester to trimester.

- (8) **Student is not allowed to claim if the item purchased is broken or lost.**
- (9) For safety reason, all chemicals purchased using FYP reimbursement must be delivered to KB614 for stamp verification on the "Receipt". Payment for the chemical must be made first by student; DLMSA staff will not receive chemical that require cash payment upon receive. Student shall mention to supplier to clearly state their name, contact number, and supervisor name on the receipt for contact purpose. DLMSA staff will contact student to collect chemical once received.
- (10) (a) There are total **TWO** documents to be completed as follows:
 - (i) Purchase Request for Final Year Project (for FMC Approval)
(Form Number: FM-LKCFES-FPC-001)
 - (ii) FYP Items Return Form (Please refer (12) more info)
(Form Number: FM-LKCFES-FPC-002)
- (b) These forms could be found in the single Excel file named **FYP Reimbursement Forms**, which is available at the FYP Section of the LKC FES website (<http://fes.utar.edu.my/current-students/fyp/reimbursement-requisition-procedures/>).
- (c) **All forms have to be submitted in the typewritten form. Handwritten forms are NOT Acceptable.**
- (d) Softcopy forms (in excel format) must be **submitted first** by email to fesfyp@utar.edu.my **not later** than Week 13 of FYP 2, Monday, 4.00 pm. Otherwise, hardcopy forms will not be accepted.
- (e) Title of email: **"FYP Reimbursement: Student Name & ID"**.

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- (f) The **hardcopy** forms must be signed by applicant, then submitted by applicant with original and photocopy of receipt(s) and quotation(s) (if any) to FYP Supervisor for signature. The hardcopies of all these documents are to be submitted to lab staff in-charge (Appendix A) **not later** than Week 15 of FYP 2, Monday, 4.00 pm.
- All receipts must have company header/company stamp and authorized signature except for computer or cash register-generated receipts.
 - All receipts have to be pasted on A4 papers unless it is in A4 size or larger.
 - All receipts must be clear, readable, verified and signed by FYP supervisor. Students must **BACK-UP** all receipts **IMMEDIATELY** (such as by scanning or photo-taking). Some receipts will fade over time. Faded, unclear or unreadable receipts carries the risk of rejection by the Division of Finance.
 - Tax Invoices are not acceptable unless there is verification of payment received by company (e.g. PAID stamp, "Payment received" statement).
 - GST & delivery expenses can be claimed under FYP Reimbursement. To claim for GST, the receipt/tax invoice must have the GST registration number of the supplier. However, if the GST or delivery expenses is not written in the student's forms, it will be deemed that the student does not want to claim for the GST or delivery expenses.
 - For purchases involving foreign currency, students will be reimbursed based on the amount in Ringgit Malaysia shown on the receipt, credit card, bank or PayPal statements. In the event that only proof of payment in foreign currency submitted, students will be reimbursed based on the conversion rate of the date of purchase from Bank Negara's website at http://www.bnm.gov.my/index.php?ch=statistic&pg=stats_exchangerates&eld=box1. Students are required to write the name of currency, conversion rate & date in the "Remark" section of the purchasing requisition form. E.g.: USD/MYR = 3.6060 @ 5 May 2015.

- (11) When all forms (both soft- and hardcopies) and receipts has been received, you will receive an email notification to inform that your document is under "Validating" stage.

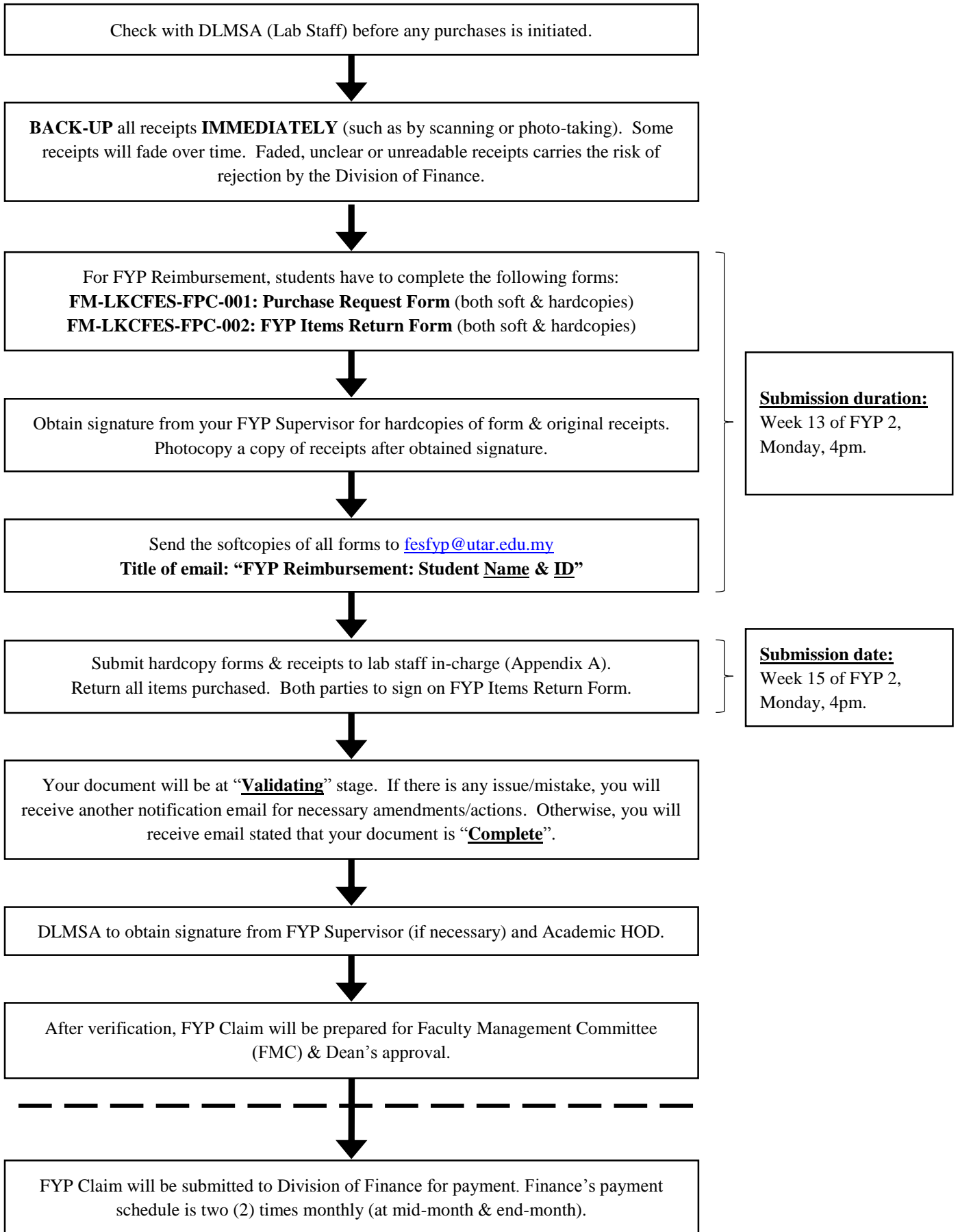
If you do not receive the notification email within 3 working days after submission, please contact fesfyp@utar.edu.my as soon as possible.

- (12) After validating, staff in-charge will check in detail for all documents submitted. If there is any issue/mistake, you will receive another notification email for necessary amendments/actions. Otherwise, you will receive an email to notify you that your document is "Complete", within 10 working days.

If you do not receive the notification email after Week 18, please contact fesfyp@utar.edu.my as soon as possible.

- (13) **Students must return ALL items listed in their reimbursement forms to lab staff in-charge at the time of hardcopy forms submission.** Otherwise, the reimbursement will not be proceeded. All items returned must be tallied with descriptions in the receipt, including brand, packing size, model, etc. If the item(s) is installed in model/prototype etc, the model/prototype are to be returned. These items will be kept for future lab usage. If the item is used, e.g. battery, student also has to show it as proof of purchase. For chemicals, the SDS from the supplier must also be submitted. If the chemicals have been fully used, the empty bottle or packaging are to be returned (for proper disposal procedure as Scheduled Waste). The FYP Claim will be processed after all items are returned to lab staff in-charge.
- (14) After all items were returned, both student and lab staff in-charge will sign on Form 10(a(ii)). If necessary, students is also required to sign on Form 10(a(i)), if there is amendment made. Lab staff will submit the FYP reimbursement to FYP supervisor (if necessary) and Academic HOD for signature.
- (15) After verification, FYP Claim will be prepared for Faculty Management Committee (FMC) & Dean's approval. Then, it will be submitted to Finance for payment. Finance's payment schedule is two (2) times monthly (at mid-month & end-month). Approved claimable amount will be deposited to Your Bank Account as stated in the Student Portal.
- (16) Throughout the whole reimbursement process, email will be the main communication medium between staff-in-charge and students. Please check your email regularly.
- (17) It is the responsibility of students to ensure all borrowed items returned to the respective labs in good condition and the used lab space are cleaned up after completion of FYP. Any damaged or broken items must be paid by the student to Division of Finance. The Faculty reserves the right to hold the FYP Claim payment until these issues are settled.
- (18) Should you have any questions, please contact the staff-in-charge at fesfyp@utar.edu.my

Final Year Project (FYP) Reimbursement Requisition Flow Chart



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Note:

DLMSA: Department of Lab Management & Safety Administration

Laboratory Purchasing Coordinator (LPC):

- Overall in-charge for FYP reimbursement matters
- To received & check softcopies of FYP reimbursement documents
- In-charge of fesfyp@utar.edu.my

Staff In-Charge	Mr. Lim Eng Cheong / Mr. Wong Seng Choong
Office	KB724

Lab Staff In-Charge by Programme:

Programme	Lab Staff In-Charge	Office (Submission Venue)
EE	Cik Noorhalita	KB601
CI & QS	Pn. Nora	KBS01
CL	Mr. Jong Seow Yung	KB511
ME & MM	Mr. Lim Eng Cheong	KB724
MH & BI	Mr. Lee Jia Ji	KB614
Maths, AS, IE & CS	Mr. Teo Gee Man	KB607

- The staff listed above is correct at the time of printing & is subject to change.