Final Year Project (FYP) Reimbursement Requisition Procedures

* IMPORTANT NOTE:

1) Maximum claim is RM500 per student.

2) Student can only claim ONCE for the entire project either in the 1st or 2nd semester.

3) For item above RM100, student needs to get permission from their supervisor, approval from respective HOD (Supervisor and HOD must sign at the Purchase Request Form for Final Year Project item) and obtains at least 3 quotations (quotations through e-mail or website are accepted) from either local or overseas suppliers to prove that the lowest price is chosen before any purchase is made.

Complete the following forms:
1) Purchase Request Form for Final Year Project Item,
2) Purchasing Requisition Form and
3) Reimbursement Memo
(forms can be obtained from FYP Website)

Paste all receipts/bills onto A4 paper.

Obtain Supervisor’s signature on hardcopy forms.

Email all softcopy forms to Laboratory Officer
Mr. Chan Fook Hong (chanfh@utar.edu.my).

Place all hardcopy forms (with supervisor’s signature) together with receipts and quotations (if any) in FYP Reimbursement Box provided at Faculty General Office, Ground Floor, SA Block.

Reimbursement is processed by Department / Faculty

Cheque will be issued to student by Division of Finance