

**UNIVERSITI TUNKU ABDUL RAHMAN**

Procedure Title : **SOUVENIR REQUISITION (RESEARCH RELATED ACTIVITIES)**

Form Number : **QP-IPSR-R&D-052**

Rev No : 0

Effective Date: 14 June 2017

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***For process flow, refer Appendix 1***

**OBJECTIVE** : To outline request for souvenir under research related activities. This includes souvenir requisition for Type A/Type B event, event by Research Centre, event using Surplus account etc.

**SCOPE** : Souvenir request from DCCPR only

**DEFINITION** : IPSR - Institute of Postgraduate Studies & Research  
DFN – Division of Finance  
DCCPR – Division of Corporate Communication and Public Relation

PROCESS No.	DETAILS	INTERFACE	RESPON-SIBILITY
1.0	<b>Application for Souvenir Requisition from DCCPR</b>		
1.1	Applicant submit the completed Souvenir Requisition Form to Faculty/RC Chairperson	Hardcopy	Applicant
1.2	Submit Souvenir Requisition Form to IPSR after recommendation by Dean/RC Chairperson	Hardcopy	Faculty/RC
1.3	Check the request (a) Souvenir Requisition Form is complete (b) Budget is sufficient	Hardcopy	IPSR Officer
1.4	Verify the request (a) If 1.3 above is "Yes" – proceed to 1.5 (b) If at least one of the above is "No"– inform applicant. Go back to 1.1	Hardcopy	IPSR Officer
1.5	Approve/does not approve the request	Hardcopy	IPSR Director
1.6	Request approved? (a) Yes – Send the approved Souvenir Requisition Form to applicant. (b) No – inform applicant. Go back to 1.1	Email	IPSR Officer
<b>2.0</b>	<b>Collection of Souvenir from DCCPR</b>		
2.1	Applicant submit approved Souvenir Requisition form to DCCPR	Hardcopy	Applicant
2.2	Check: Item is available? (a) Yes – Proceed to 2.3. (b) No – inform applicant on non-availability and to alert applicant once the item is available. Go back to 2.1	Hardcopy	DCCPR
2.3	Check: Does the event collect registration fee? (a) Yes – Issue the following to applicant: (i) Souvenir (ii) Proforma Invoice. (iii) Original Delivery Note	Hardcopy	DCCPR

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PROCESS No.	DETAILS	INTERFACE	RESPON-SIBILITY
	(iv) A copy of Souvenir Requisition Form duly checked by DCCPR Proceed to 2.4  (b) No - Issue the following to applicant: (i) Souvenir. (ii) Original Delivery Note (iii) A copy of Souvenir Requisition Form duly checked by DCCPR Proceed to 2.6		
2.4	Applicant submit the following document to IPSR: (a) Original Proforma Invoice (b) Original Delivery Note (c) A copy of Souvenir Requisition Form duly checked by DCCPR	Hardcopy	Applicant
2.5	IPSR submit Memorandum to DFN to deduct payment; attached with: (a) A copy of Souvenir Requisition Form duly checked by DCCPR; (b) Original Delivery Note; and (c) Original Proforma Invoice Proceed to 2.7	Hardcopy	IPSR Officer
2.6	Provide monthly inventory report to DFN (cc IPSR)	Email	DCCPR
2.7	DFN proceed for payment		DFN

**Note:**

- Below are the documents that need to be kept by each department:

No	Item	PI	DCCPR	IPSR	DFN
1	Souvenir Requisition Form	Copy	Original	Copy	Copy
2	Delivery Note	Copy	Copy	Copy	Original
3	Proforma Invoice ( <i>if applicable</i> )	Copy	Copy	Copy	Original

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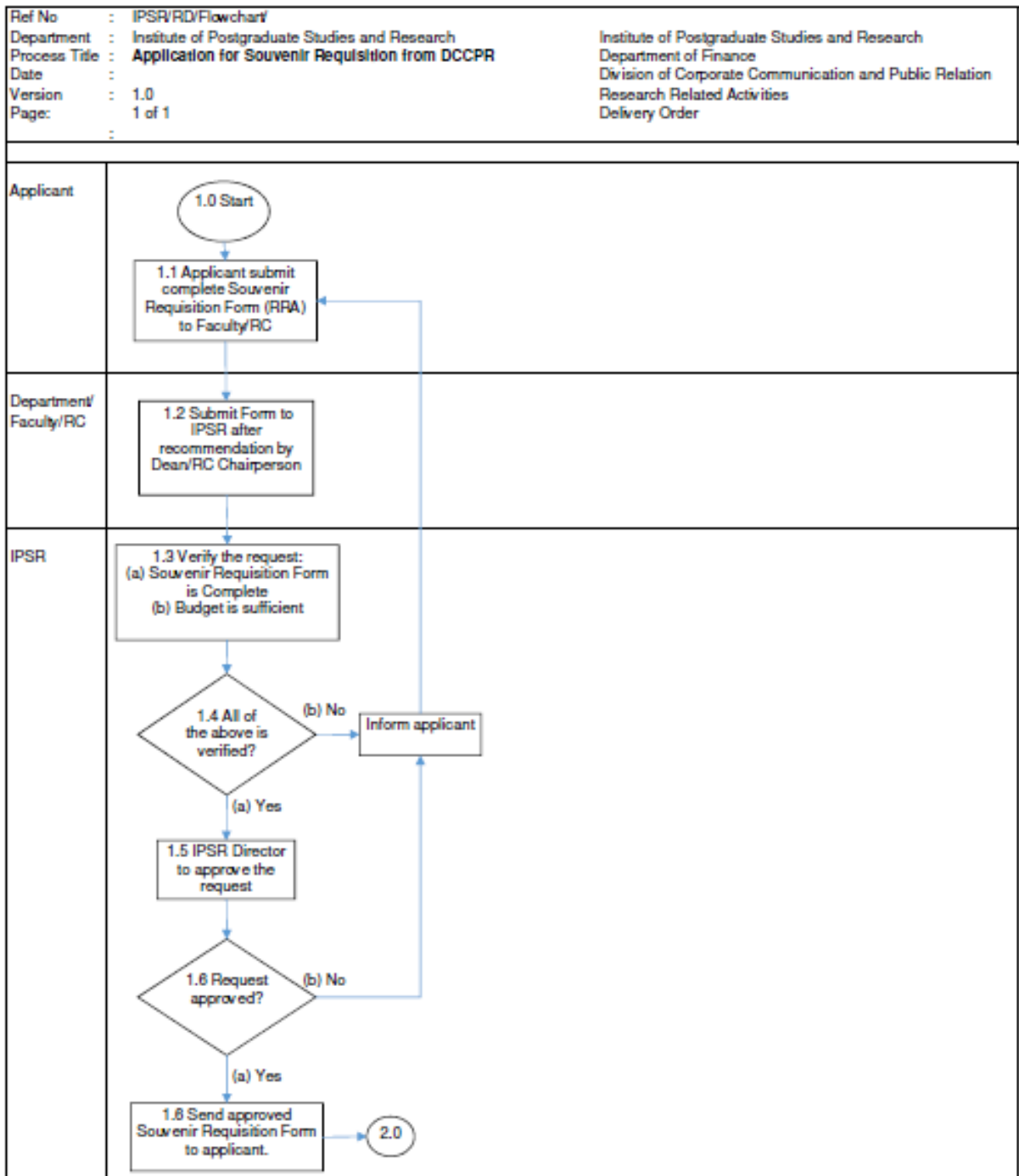
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*Appendix 1*



**UNIVERSITI TUNKU ABDUL RAHMAN**

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Form Number : **QP-IPSR-R&D-052**

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Ref No : IPSR/RD/Flowchart/	Institute of Postgraduate Studies and Research
Department : Institute of Postgraduate Studies and Research	Department of Finance
Process Title : <b>Collection of Souvenir from DCCPR</b>	Division of Corporate Communication and Public Relation
Date :	Research Related Activities
Version : 1.0	Delivery Order
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