
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	No. Dokumen:	CMU/F/04
		No. Revisi:	01/2023
		Tarikh Kuatkuasa:	01/11/2023
		Muka surat:	1 / 2
UNIT PENGURUSAN BAHAN KIMIA (CMU)			
BENCH FEE PAYMENT FORM			

Please read the Guidelines for Bench Fee: Chemical Application before filling this form.

1. APPLICANT'S PERSONAL PARTICULARS (SUPERVISOR)			
Name of Supervisor			
UTM Staff ID No.		Hand Phone No.	
Faculty/Department		Email	
2. STUDENT'S PERSONAL PARTICULARS			
Name			
Matrix No.		Hand Phone No.	
Email		Balance of Bench Fee	
3. CHEMICAL SPECIFICATION & REQUIREMENT (Mark ✓ in the appropriate box)			
	Labelling of packaging comply with CLASS Regulation 2013.		
	The latest Safety Data Sheet (SDS) is provided by the supplier.		
	Updated in Chemical Inventory in the laboratory.		
	Registered in Chemical Register.		
	Poison Form Signed Order (if the chemical is listed in Poison Act 1952).		
<p>I hereby declare that the particulars in this form are true.</p> <p>Signature & Official Stamp</p> <p>Date:</p>			
4. APPROVAL BY CMU			
<p>Approval status: Approved/Not Approved</p> <p>Signature & Official Stamp :</p> <p>Date :</p>			

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5. APPROVAL BY UPMU FINANCE UNIT <i>(Please attach the *starred item)</i>	
Total Spending (Including GST)	RM
Direct Purchase Documents Checklist (<5,000.00)	*Quotation
	*Original Delivery Order
	*Original Invoice
Local Order Documents Checklist (=RM5,000.00)	* <i>Anggaran Pejabat</i> form
	* Local Order form (Yellow copy)
	* 3 Quotations from different suppliers
	* Original Delivery Order
	* Original Invoice
Verified by, Signature & Official Stamp: Date:	Approved by, Signature & Official Stamp: Date :