 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	No. Dokumen:	CMU/GP/06
		No. Revisi:	0/2023
		Tarikh Kuatkuasa:	01/12/2023
		Muka surat:	1 / 3
<b>UNIT PENGURUSAN BAHAN KIMIA (CMU)</b>			
<b>GUIDELINES FOR BENCH FEE: CHEMICAL PROCUREMENT</b>			

## 1.0 INTRODUCTION

The bench fee is a charge designed to account for the expenses connected with research activities, laboratory work, fieldwork, or any costs related to postgraduate studies. A bench fee was imposed on international postgraduate students from Faculty of Science. Application of chemicals procurement from the bench fee must be made through CMU.

## 2.0 PURPOSE

To control and monitor research students in chemical procurement within allocated budget (RM 5,000.00 for PhD and RM 3,000.00 for Master) throughout their study duration in UTM.

## 3.0 RESPONSIBILITY AND ACCOUNTABILITY

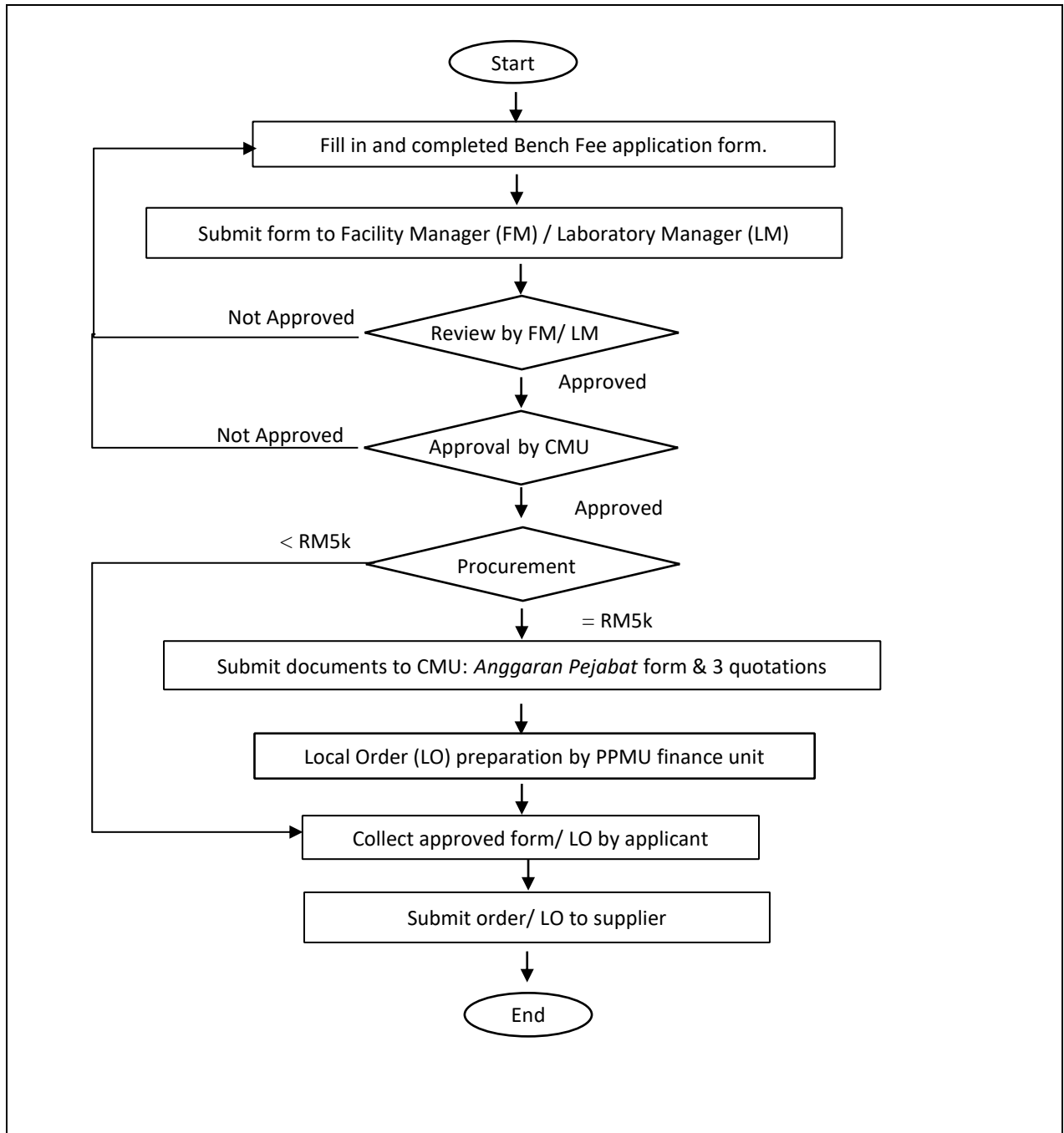
Purchases must be performed in accordance with UTM's procurement procedures. The Occupational Safety and Health (OSH) risks associated with the purchase must be identified and managed as part of this purchasing process.

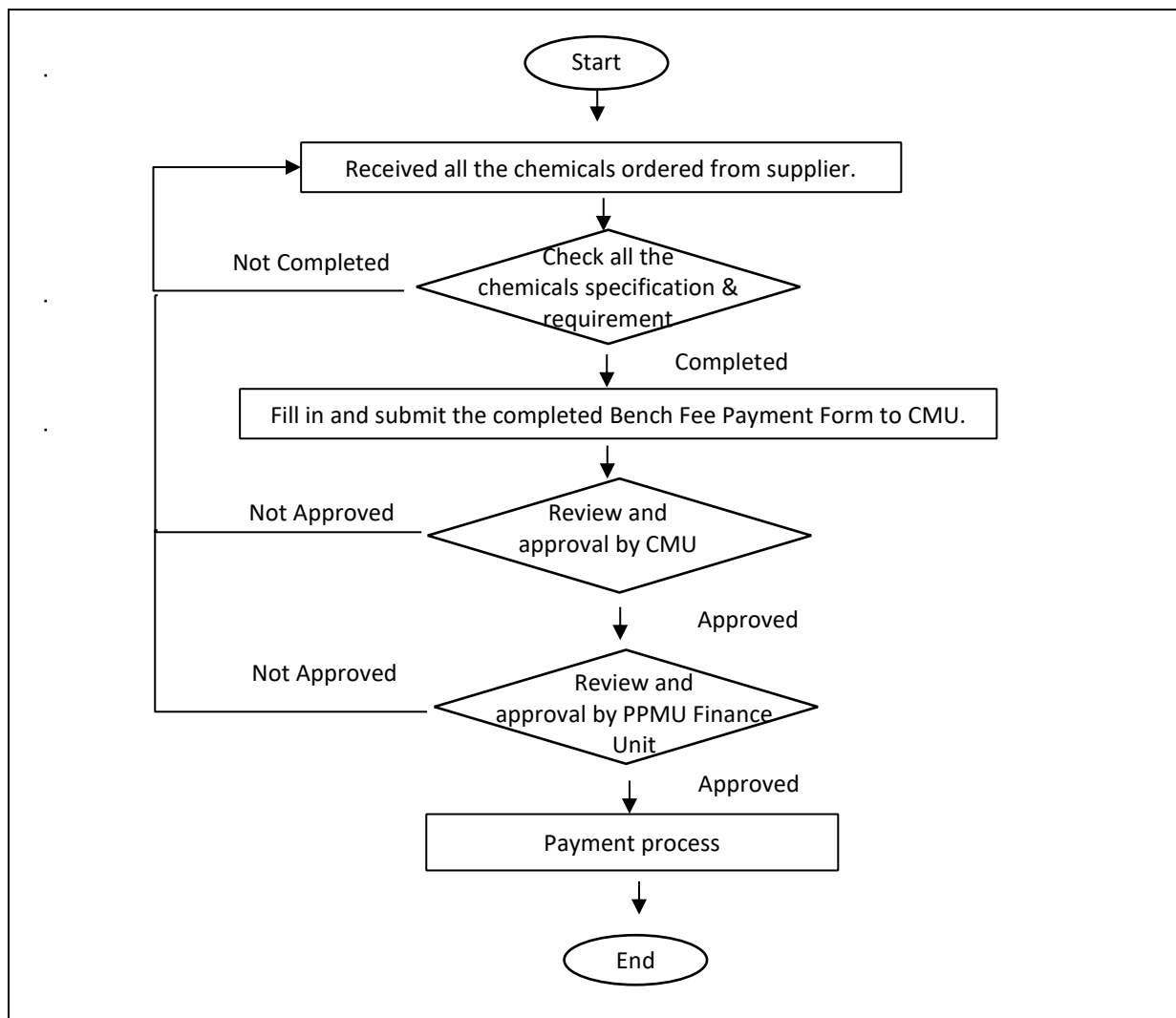
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**4.0 APPLICATION PROCESS**

**4.1** Flowchart for purchasing application.



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**4.2 Flowchart for bench fee payment.**

**5.0 GENERAL/ AMENDMENT**

Issue No.	Review No.	Amendment Details	Effective Date
1	0/2023	New guidelines from revision of: <ul style="list-style-type: none"> <li>Procurement of Chemicals for Research - Application Flowchart (CMC/BF/1)</li> <li>Procurement of Chemicals for Research - Payment Flowchart (CMC/BF/3)</li> </ul>	01/12/2023