

<b>UM</b>	<b>CHEMISTRY DEPARTMENT</b>	<b>Category:</b>	<b>General Procedure</b>
	<b>INSTRUMENT USAGE/SERVICE APPLICATION PROCEDURE</b>	<b>Doc. No:</b>	<b>GP-I-001</b>
		<b>Date   Revision</b>	<b>19.07.2018   1</b>
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### 1. PURPOSE

To clarify the management of application for instrument usage/service for applicants in and outside the department.

### 2. SCOPE

Apply to all department instruments

### 3. PROCEDURE

- 3.1. Applicants are required to read through the terms and conditions of each provided facility.
- 3.2. All forms can be downloaded from Central Facility Website (cenfac.um.edu.my).
- 3.3. A hardcopy of original form shall be submitted prior to experiment conducted.
- 3.4. Failure to complete the required documents shall result in a void application.
- 3.5. Samples should be submitted in a ready state for analysis.

### 4. SCHEDULING

Please contact the person-in charge of the particular instrument for scheduling and sample submission.

### 5. RATES, BILLING, AND PAYMENT

5.1 Rates are vary with every facility (samples, time, solvent, types of inspection and category). For details please refer to our Central Facility website and the person-in charge of the particular instrument.

5.2 Quotation will be provided upon request.

5.3 Various types of payment:-

(a) PO/LO/Cheque

- i. Upon receive PO / LO, invoice will be issued by the Division of Investment, Treasury Department, University of Malaya for the purpose of claiming payment for services that have been offered. Please send all copies of the evidence that payment has been made to Chemistry Department.
- ii. Cheque should be made payable to **BENDAHARI UNIVERSITI MALAYA** forwarded to the following address: **Ketua, Jabatan Kimia, Fakulti Sains 50603 Kuala Lumpur.**

(b) Internal Electronic Fund Transfer (EFT)

Please credit the amount as described above into departmental account: **BUKU PETUNJUK JABATAN KIMIA J-21030-UM.0000003/KWJ.NP.BP** Internal Revenue Code: **H799010 (SAGA J-21003-77203)**

(c) Money Order/Postal Order/Cash

Payment by fill out the MEMO form and send to the General Office (attn. to: Mr. Zulkiflee Ariffin). Receipt of payment will be issued by the Office of the Dean of Faculty of Science.

(d) External Electronic Fund Transfer / Cash Deposit Machine / Account Bank-in

Account name : BURSAR UNIVERSITY OF MALAYA  
Account no. : 80-0127999-8  
Bank : CIMB Bank Berhad  
Branch : University of Malaya Branch, 50603 Kuala Lumpur, Malaysia  
Swift Code : CIBBMYKL  
Description : Instrument usage

Please provide proof of payment by providing a clearly scanned transaction receipt.

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## 6. REVISION HISTORY

<b>REV.</b>	<b>PREPARED</b>	<b>REVIEWED BY</b>	<b>TARIKH</b>	<b>REMARK</b>
0	Fateh Ngaliman	Norzalida Zakaria	14.05.2010	First Issue
1	Fateh Ngaliman	Norzalida Zakaria	19.07.2018	Revised due to tally with current practice