



Procedure
Quality Management System
MS ISO 9001:2015
GRANT CASH ADVANCE REQUISITION

Ref Num	AIMST-SOP-RMC-06
Effective Date	July 2018
Revision	00
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PROCEDURE

GRANT CASH ADVANCE REQUISITION

Prepared by	Reviewed by
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR OF RESEARCH MANAGEMENT CENTRE
Approved by	
VICE CHANCELLOR	




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REVISION HISTORY

Rev. No	Rev. Date	Summary of Changes	Author

UNCONTROLLED DOCUMENT

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1.0 OBJECTIVE


This procedure describes the process of cash advance requisition.

2.0 SCOPE

This procedure mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Accounts Division Staff (FADS) staff for all approved funding.

3.0 ABBREVIATION

PI	: Principal Investigator
Co-I	: Co-Investigator
FAD	: Finance & Accounts Division
FADS	: Finance & Accounts Divisions Staff
FAD	: Finance & Accounts Division
RMC	: Research Management Centre
DRMC	: Director of Research Management Centre
RDO	: Research & Development Officer
Rg	: Registrar
VC	: Vice Chancellor

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4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Co-Investigator	:	The co-researcher for a grant project
Research Management Centre	:	Centre responsible for research related administration
Grant	:	Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel
Vote	:	Classification of grant expenditure
Registrar	:	Head of university's administration
Finance & Accounts Division Staff	:	A person who manages the financial affairs of the university
Vice Chancellor	:	Vice-chancellor is the person in charge of the entire operation of the university
Finance & Accounts Division	:	The Division that is responsible for financial record management, handling financial and banking transaction as well as providing procurement services to the university

5.0 REFERENCE DOCUMENT

No.	Document Name	Location	Ref. Num
5.1	MS ISO 9001:2015	Registry	
5.2	Quality Manual	Registry	AIMST-QM-RMC-01



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6.0 INPUT PROCESS

6.1 Cash Advance Requisition Form

7.0 OUTPUT PROCESS

7.1 Fund transferred to the claimant

7.2 Receipts

8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
1	Cash Advance Requisition Form	AIMST-SOP-RMC-06-01	FAD	7 years
2	Grant Ledger		RMC	7 years



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9.0 APPENDIX

9.1 Work process flow

Responsibilities	Work Flow	Work Process	Quality Record
PI/Co - I		1. Filing up the Cash Advance Requisition Form and submit to RMC.	Cash Advance Requisition Form
RDO		2. Checking for the completeness of the requisition. If the form is incomplete it will be sent back to the PI for amendment.	
DRMC		3. Verification of the form and ensuring the spending is according to the Vote allotted.	
FADS		4. Verification of the availability of fund under the account and entering the information.	



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VC/Rg	↓ Step 5	5. Approving the cash advance requisition.	
FADS	↓ Step 6	6. Processing the payment.	
PI/Co - I	↓ Step 7	7. Providing receipt for the cash advance utilization.	
RDO	↓ Step 8	8. Endorsing the receipts.	
FADS	↓ Step 9	9. Verification of the receipts.	Receipt
	↓ End		

2 days