BORANG PERMOHONAN LALUAN KE SISTEM KEWANGAN UPSI
APPLICATION FORM FOR UPSI FINANCIAL SYSTEM
Jabatan Bendahari/*Bursar Department*
Universiti Pendidikan Sultan Idris
No. Telefon/*Telephone No.*: 05-450 5219

UPSI/BEN/UPRS/B-01

A. MAKLUMAT PEMOHON / *APPLICANT'S PARTICULARS*

Nama / *Name*: ______________________ No. Staf / *Staff No.*: ______________
PTj /Center of *Responsibility*: ______________________ Gred / *Grade*: ______________
Jawatan / *Designation*: ______________________ No. Tel / *Tel. No.*: ______________
Emel / *Email*: ______________________

B. PENYATAAN PERMOHONAN / *DESCRIPTION OF APPLICATION*

Jenis Permohonan / *Type of Application*: ☐ Permohonan Baru / *New Application:* ☐ Kemaskini Permohonan / *Update Application*

Tarikh Berkuatkuasa / *Effective Date:* ______________________

Kebenaran Akses Sistem MyFis NEO / *MyFis NEO System Authorization*
Tandakan √ pada kotak berkaitan / *Tick √ appropriate box*:

	MODULE	ROLE		MODULE	ROLE	
		Entry	Approver		Entry	Approver
FINANCE	Unit Pentadbiran, Kewangan & Kualiti			Unit Akaun & Bajet		
	Unit Perolehan Dan Pengurusan Kontrak			Unit Governan, Akaun Amanah & Pinjaman		
	Unit Kewangan Pelajar			Unit Penjanaan, Risiko & Sistem		
	Unit Pembayaran			Unit Aset, Stor & Pembangunan		
	Unit Gaji, Cuti Belajar & *Ticketing*					

	MODULE	ROLE			MODULE	ROLE		
		Entry	Approver	HOD		Entry	Approver	HOD
PTj	**BUDGETING**				**ASSET/INVENTORY MANAGEMENT**			
	Budget Additional/ Transfer				Asset Disposal			
	Budget Movement				Asset Information			
	Modified Budget System				Asset Transfer			
	PURCHASING				**STUDENT ACCOUNT**			
	Good Receive Note				Fines Collection			
	Purchase Order				Student Ledger			
	Requisition Application				**CAPITAL PROJECT MANAGEMENT**			
	Vendor Assessment				CPA Vot			
	ACCOUNT PAYABLE				Project Registration			
	Billing Registration				**STORE MANAGEMENT**			
	MyScheme				Store Management Setup			
	Petty Cash				**PAYROLL**			
	Telegraphic Transfer				Overtime Recommend	(Untuk Pendaftar Sahaja/*For Registrar Only*)		
	ACCOUNT RECEIVABLE							
	Fines Collection							
	Invoice							
	Other Collection							

Kebenaran Akses Pusat Kos & Kod Projek/*Cost Centre & Project Code Access Authorization*

Pusat Kos/*Cost Centre*	Kod Projek/*Project Code*

* Sila gunakan lampiran sekiranya ruang di atas tidak mencukupi / *Please use the attachment if the above space is insufficient*

C. PENGESAHAN PEMOHON / *CONFIRMATION OF APPLICANT*

Saya mengesahkan semua permohonan adalah untuk kegunaan rasmi sahaja/*I hereby confirm that all applications for official use.*

Tandatangan Pemohonon/ *Applicant Signature*		Disahkan oleh: Ketua Jabatan/Dekan *Verified by: Head of Department / Dean*	
Tandatangan / *Signature* :	______________________	Tandatangan / *Signature* :	______________________
Nama / *Name*:	______________________	Nama / *Name* :	______________________
Tarikh / *Date:*	______________________	Tarikh / *Date:*	______________________

*Spesimen tandatangan ini akan digunakan untuk verifikasi berkaitan urusan kewangan/
This signature specimen will be used for verification related to financial matters

D. UNTUK KELULUSAN JABATAN BENDAHARI / *FOR APPROVAL OF BURSAR DEPARTMENT*

Status Tindakan / *Action Status*

☐ Telah Dikemaskini / *Updated:*
- ☐ Surat Perwakilan Kuasa/*Power of Attorney Representative Letter*
- ☐ Kemaskini Pusat Kos/Kod Projek / *Cost Centre/Project Code Updated*

☐ Ditolak / *Rejected*

Ulasan / *Comment*:

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Nama Pegawai / *Officer Name*: ______________________ Tandatangan / *Signature* : ______________________

Tarikh Tugasan Diberi/*Assigned Date* : ___/___/20___
Tarikh Tugasan Selesai/*Completed Date* : ___/___/20___