

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**K/C/D/I/O**

 DEPARTMENT INITIATIVE FUND FORM

REQUESTOR :

POSITION : STAFF NO :

DEPARTMENT/UNIT :

TEL & EXT. NO :

REFRESHMENT (MEETING) RETREAT TEAM BUILDING OTHERS

ITEM REQUESTED :

PURPOSE / JUSTIFICATION

(students/staffs/others used) :

ESTIMATE PRICE :

**\*To attach specifications/photo/brochure/sample if any**

SOURCE OF FUND : INTERNAL SOURCE

BUDGET AVAILABILTY : RM ………………………………………………. VOTE: B29411

Prepared by: Recommended by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff: Head of Department:

Official Stamp: Official Stamp:

Date: Date:

(for Finance use only) Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean:

Official Stamp: Official Stamp:

Date: Date: