






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	REFRESHMENT FOR MEETING APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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1 Introduction

This procedure manual will help all staff in understanding the procedure of processing requesting refreshment for meeting.

1.1 Purpose

To ensure that the requesting refreshment for meeting is process is organized and base on regulation that has been implemented by the government.

1.2 Scope

This scope of this manual is to ensure that all requesting refreshment for meeting and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Bursar	To review and approve refreshment application
Finance officer	To review and approve refreshment application
Office assistant Admin Clerk	To receive application form from applicant To contact refreshment provider To receive invoice from refreshment provider and submit to finance section
Clerk	To submit leave application to administration that has been approved by head of section
Applicant	To fill in leave applicant form.

2 Definitions and Abbreviations


2.1 Definitions

Refreshment for Meeting Application

It is platform for applicant to apply for Refreshment for Meeting.


2.2 Abbreviations

RFMA	Refreshment for Meeting Application
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3 Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
Start	1. Filling leave application form			
Fill in form	1.1 Applicant fill in Refreshment for Meeting Application and submit to administration	Head of Section or on behalf of head of section	Request for refreshment form	1 day
Submitting form	2. Submitting application			
	2.1 Submitting application to Administration	Respective Section clerk		
Receive form	3. Receiving application form			
	3.1 Receiving application from applicant	Admin clerk / Office Assistant		
Receive form	4. Submission application for approval			
	4.1 Submitting application to Finance Section	Admin clerk / Office Assistant		1-2 days
	4.2 Receiving application	Finance officer	Financial regulation 1983	
Review	4.3 Reviewing application for approval	Bursar / Finance Officer	Financial regulation 1983	
Contact refreshment provider	5. Receive approval and ordering process			
	5.1 Receiving approval from finance section	Admin clerk / Office Assistant		
	5.2 Contacting refreshment provider	Admin clerk / Office Assistant		
Receive and submit invoice	6. Receiving invoice			
	6.1 receiving invoice from refreshment provider	Admin clerk / Office Assistant		
End	6.2 Submitting invoice with copy of refreshment for meeting application that has been approved for payment process by finance section	Admin clerk / Office Assistant		

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4 References

- Financial regulation 2021