



**RECEIVABLE UNIT
BURSARY DEPARTMENT
UNIVERSITI MALAYSIA PAHANG**

OFFICIAL RECEIPT PREPARATION FORM

Instruction: Please enter full details of the information provided below:

Payer's Name : _____

Payer's Code : _____

Purpose of Payment : _____

Account Code : _____ **Total** : _____

Bank Code : _____

Responsibility Center : _____

Account Type : TM TY TA TR
Please tick (/)

Payment Type : Cash Check Check No. : _____

Please tick (/) EFT EFT No. : _____

Note: Please attach supporting documents as proof of payment (ex:Bank statement, Bank in slip, CDM, EFT and others)

I refer to the above matter.

Please provide an official receipt from UMP based on the information described above.

Thank you.

Requested by : _____ **Confirmed by Head of Division** : _____

Name & stamp : _____ Name & stamp : _____
 Date : _____ Date : _____

FOR OFFICE USE

Approved by : _____ NOTES

Name : _____
 Staff ID : _____
 Date : _____