

PURCHASE/STUDENT WORKING SCHEME/WAGES

JUSTIFICATION FORM

Version 27/2/2017

Faculty/iKohza	MJIIT TAKASAGO Thermal/Environmental Systems (TTES) iKohza
Applicant	Name: Staff/Student No.:
Type of Payment	<input type="checkbox"/> Travelling Claims <input type="checkbox"/> Others (please state): _____ <input type="checkbox"/> Reimbursement of Money <input type="checkbox"/> Wages/Student Working Scheme <input type="checkbox"/> Local Order/Invoices
UTMFin Ref. No.	
RADIS Ref. No.	
Payment Description (RESEARCH TITLE)	
Total Amount	
Chargeline No.	
Justification of payment/appointment	

Applicant Acknowledgement	<input type="checkbox"/> I certify that the above information is accurate. Name: Stamp(if any): Student/Staff No:	Date: Signature:
Supervisor's Approval	Checked /Recommended by Name: Stamp: Staff No:	Date: Signature: Recommended/Not Recommended
Head of iKohza's/iKohza Coordinator's Approval	Checked /Approved by Name: Stamp: Staff No:	Date: Signature: Approved/Not Approved
Project Leader's Approval	Checked /Approved by Name: Stamp: Staff No:	Date: Signature: Approved/Not Approved
For office use	Received by Name: Stamp (if any): Staff/Student No:	Date: Signature: