

**MEMO**

**To** : Director, Centre for Research and Development

**From** :

**Research ID No.** :

**Date**  :

**Subject** : Payment Request for Enumerator(s)

With reference to the above mentioned, I hereby would like to request payment for enumerator(s). Details of the payment are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Price per questionnaire (RM)** | **Total of Questionnaire** | **Total (RM)** |
| 1. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL (RM)** | | | |  |

**\* The above payment must be stated in UTS Research Grant Application form that has been approved by the Centre.**

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

**Signature of Project Leader**

**VERIFICATION BY CENTRE FOR RESEARCH & DEVELOPMENT**

**Verified by: Approved by:**

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

Name : Name :

Designation: Designation:

Date : Date :

\* **This memo must be attached together with Staff Reimbursement and Professional Service Payment form upon the claim request made by the Project Leader.**