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No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Amendment	01	Senior Manager, SDSD
3	19/07/24	Amendment	02	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that all the UTS clubs activities is run smoothly and in a systematic manner.

2.0 SCOPE

This scope of this SOP applies to the club activities held in UTS.

3.0 REFERENCES

Nil

4.0 DEFINITIONS / ABBREVIATIONS

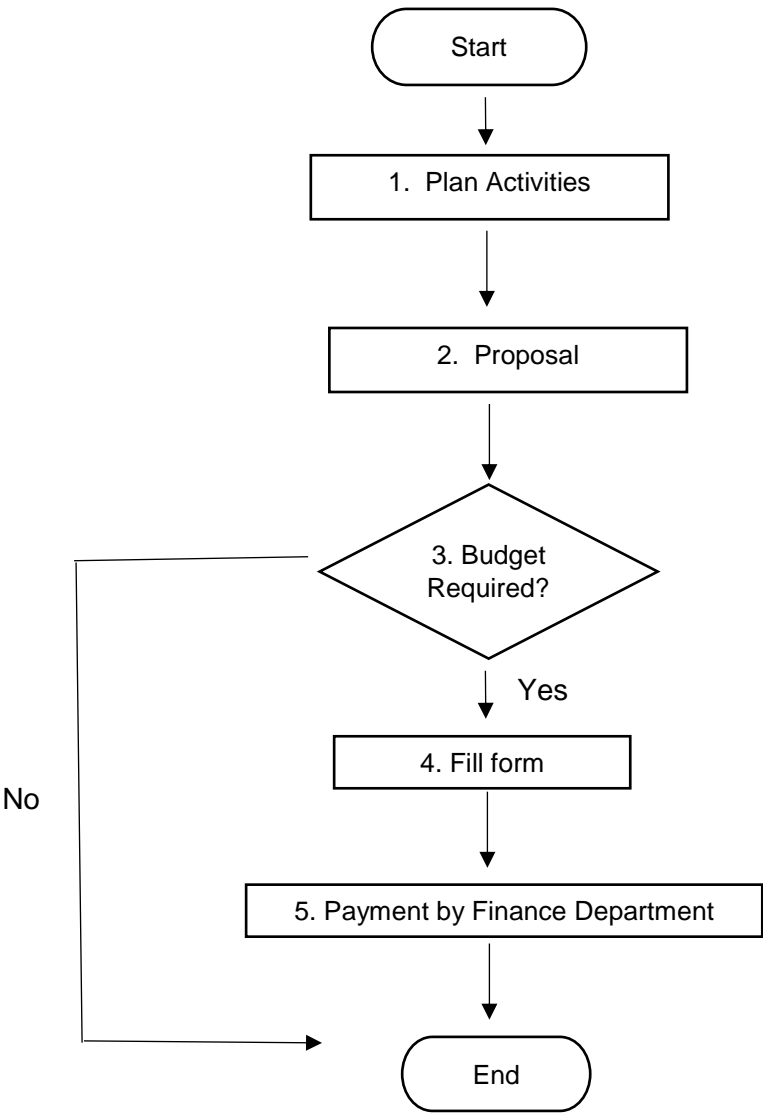
UTS	:	University of Technology Sarawak
SDSC	:	Student Development & Services Centre
SOP	:	Standard Operating Procedure
Adv	:	Club Advisor

5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 Club Advisor is responsible to follow and adhere to this SOP.
- 5.3 The process owner is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Plan Activities 1.1 Students plan to organize any activities	Students	
2	Proposal 2.1 SDSC to receive proposal from student after being advised by the club advisor	Adv SDSC	Proposal
3	Budget required? 3.1 If Yes, need to proceed to No 4 3.2 If No, need to proceed to No 6	SDSC	
4	Fill form 4.1 Students need to fill in the form for budget after go through with the club advisor and submit to the person in charge	SDSC	https://oculus.uts.edu.my/lead/index.php?page=lead-attendance-template-download
5	Payment by Finance Department 5.1 The request budget will be bank in to the club advisor	Finance	

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Proposal	https://drive.google.com/drive/folders/12ytX9AHyLbfYPgJUE61Vt98Qmpqu_3gU?usp=drive_link	3 years
2	Cash Requisition Cash Advance (UTS-SDSC-P06-CAF)		3 years
3	Cash Return (UTS-SDSC-P06-CRF)		3 years
4	Club Claim (UTS-SDSC-P06-CCF)		3 years
5	Club Sponsorship (UTS-SDSC-P06-CSRF)		3 years
6	Cash Receiving (UTS-SDSC-P06-CRVF)		3 years