



جامعة محمد بن زايد  
للذكاء الاصطناعي  
MOHAMED BIN ZAYED UNIVERSITY  
OF ARTIFICIAL INTELLIGENCE

# Financial Services Guidelines

2023 - 2024

Mohamed bin Zayed University of Artificial Intelligence

[mbzuai.ac.ae](http://mbzuai.ac.ae)

# Introducing MBZUAI's Simplified Financial Services Catalogue!

Our Finance team takes great pride in providing seamless solutions for all your operational financial needs.

Explore a range of efficient services, including hassle-free reimbursements, simplified billing requests, swift direct payments, and meticulous petty cash management, with simplified flowcharts and focal points.

We are dedicated to support your operations and ensure your experience with us is nothing short of exceptional.

## Our Services and Functions:



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### Services we offer to you:

- Reimbursement request
- Billing request
- Direct payment request
- Replenishment request
- Invoice submission/certification request
- Budget transfer request



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### Our operational functions:

- Accounts Payable & Payroll
- Treasury Management
- Accounts Receivables Management
- Fixed Assets financial Management
- Taxes Administration & Filing
- Periodic Closure, Ledgers Reconciliation
- Audits Coordination (Internal/External)
- Statutory and Management reporting
- Financial Control, Projects

# 1. Reimbursement Request:

The goal of this request form is to facilitate reimbursement expenses that were pre-approved through the Finance team.

## Requirements:

- Procurement Department pre-consent for business-related expenses above AED 5000
- Valid tax invoice, proof of payment/receipt
- Budget owner approval for business-related expenses



## Target Audience:

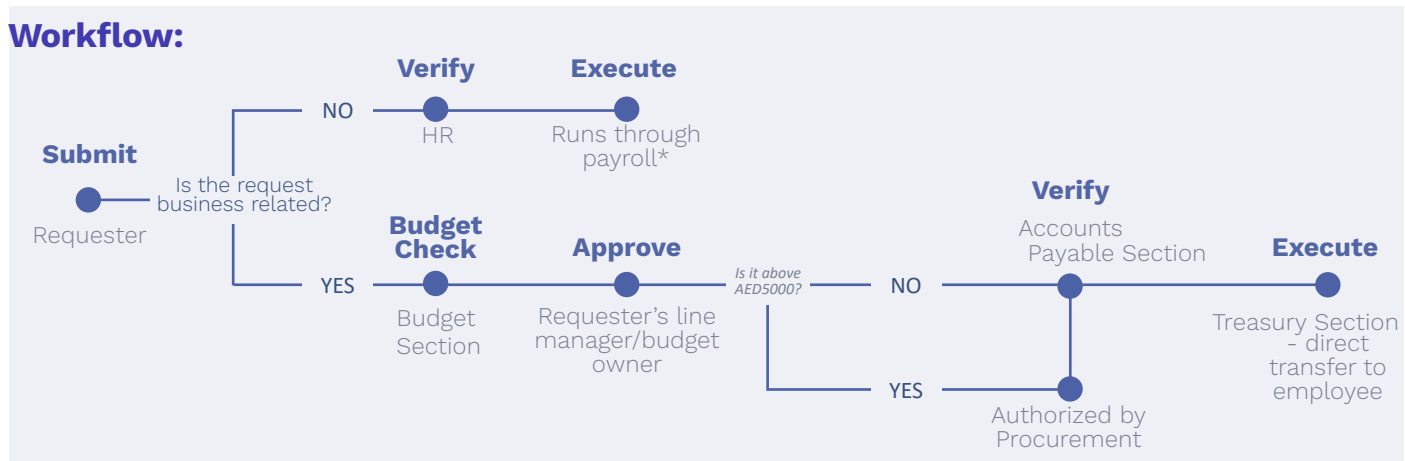
All Staff & Faculty



## Service Time:

5 working days

## Workflow:



\*Run through payroll if received before 13th of a month

## 2. Billing Request:

The goal of this request form is to facilitate the submission of billing requests to third parties and clients.

- Duly signed contract or agreement.
- Client information, TRN and contact details.



### Target Audience:

Revenue generating departments



### Service Time:

3 working days

### Workflow:



### 3. Direct Payment Request:

The goal of this request form is to facilitate the submission of non-procurement activity payment to suppliers (without a Purchase Order [PO]).



All departments

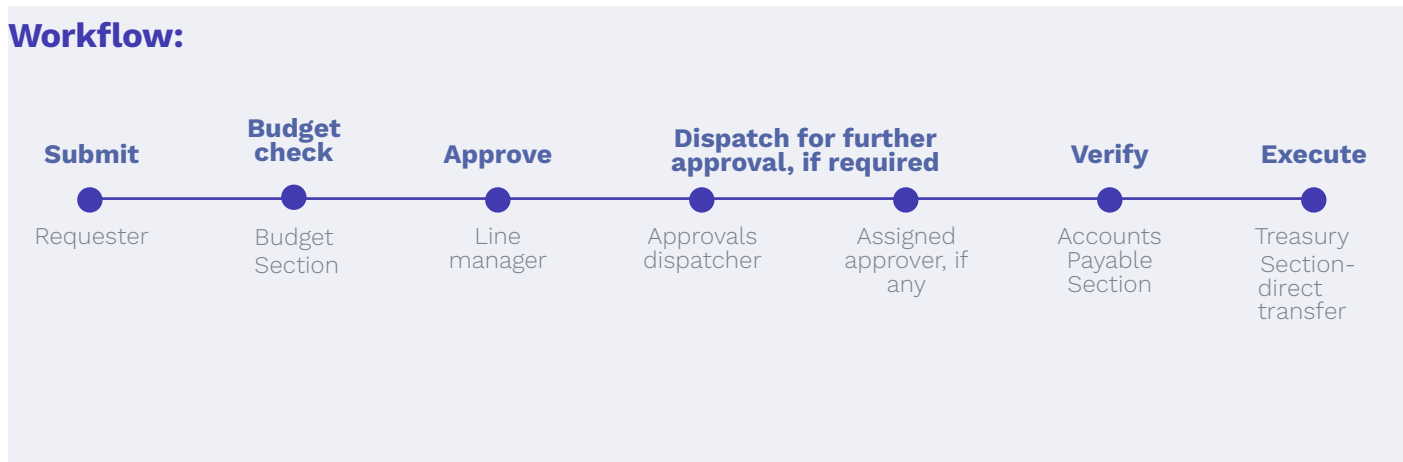
#### Requirements:

- Beneficiary details
- Valid tax invoice
- Duly signed contract or agreement for non-procurement activities listed in the Exemption List\*



5 working days

#### Workflow:



\*No agreement required for: Utilities, Adhoc Personnel Payments, Government Fees, this form will replace memorandum issuance and approval dispatcher will ensure appropriate approvals routing.

## 4. Replenishment Request:

The goal of this request form is to facilitate the submission of petty cash and cards top-up requests against paid invoices and receipts.

- Valid tax invoices
- Budget owner approval

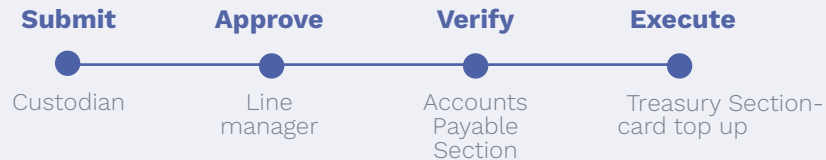


Cards & petty cash custodians



5 working days

### Workflow:



## 5. Invoice Submission/Certification Request:

The goal of this request form is to facilitate the submission of supplier invoices to end-users for confirmation of receipt of goods and services.



Procurement, end-users and suppliers with PO



7 working days

### Requirements:

- Valid tax invoices
- Signed delivery note or services report
- Copy of P.O/contract
- Supplier statement of account

### Workflow:





## 6. Budget Transfer Request:

The goal of this request form is to facilitate the submission of budget transfer request.



All departments

### Requirements:

- Justification
- Destination account details

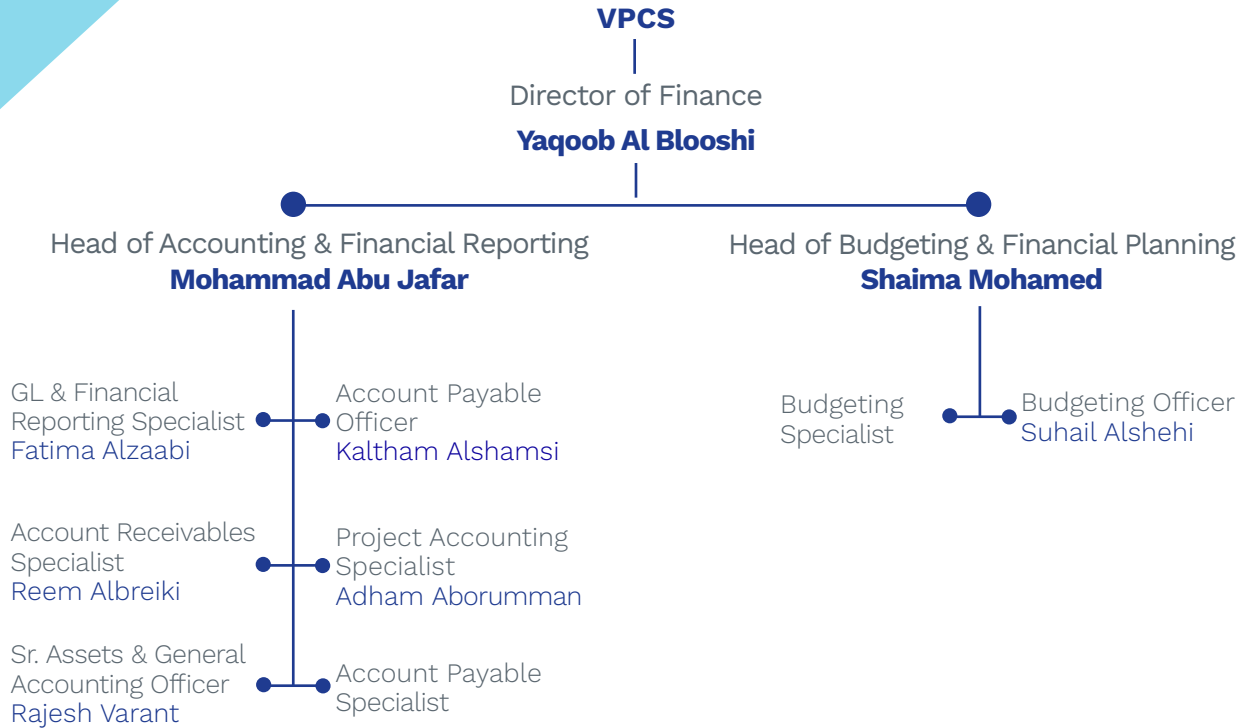


7 working days

### Workflow:



# Our Team:



## Financial Management Contact Details:

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