



BURSAR'S OFFICE

INTRODUCTION

The Bursar's Office provides various financial and accounting services to support the management of University Colleges.

VISION

Towards effective financial management.

MISSION

To be an efficient, transparent, integrity and prudent financial management centre in supporting the achievement of academic excellence as well as to realise the vision and mission of the University College.

OBJECTIVES

- To ensure that the management of the financial allocation of University Colleges is implemented efficiently and effectively in the interest of the Development of University Colleges based on the Financial Regulations 2022 and the Circular Letter of the Prime Minister's Department, the Notification Letter of the Ministry of Finance and Economy and regulations issued from time to time.
- Continuously improve the financial management system.

FUNCTION

1. Processing salary payments, allowances, and purchase of essential goods for University College
2. Prepare University College Financial Reports
3. Prepare the Annual Allocation Application Estimate of the University College based on the needs of the Faculty, Centres, Offices and Divisions under the University College
4. Managing the purchase of assets and inventory or services through Small Value Purchases (not exceeding \$2,000), Quotation Committees, and Small Offer Board
5. Control the expenditure of the University College according to the approved allocation
6. Managing the collection of proceeds from the University College Fund



COUNTER WORKING HOURS

- Monday – Thursday :
 - 8.30 morning – 11.00 morning and
 - 2.00 evening – 3.00 evening
- Saturday
 - 8.30 morning – 10.00 morning

CONTACT INFO

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