



Form 7  
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Jan 2006

**ABDULHAMID ABUSULAYMAN KULLIYAH OF  
ISLAMIC REVEALED KNOWLEDGE & HUMAN SCIENCES**

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**International Islamic University Malaysia**

**ICT EQUIPMENT LOAN FORM**

<b><i>User(s) Information</i></b>			
<b>Name:</b>		<b>Staff/Matric No:</b>	
<b>Contact No:</b>		<b>Dept/Kulliyah:</b>	
Date Required: From _____ to _____		Time: From _____ to _____	
Date Returned: From _____ to _____		Time: From _____ to _____	
<b>Location:</b>			
<b>Purpose:</b>			
<b><i>Item(s) – Subject to availability</i></b>			
Computer / Notebook:		Printer:	
LCD / OH Projector:		Portable P.A System:	
Digital Camera / Video Camera: <i>Please attached program schedule.</i>		Others: (Please specify)	
Remarks:			
<b>Recommendation/Approval from the Asst. Dir., Dep. Dir., Lecturer, Advisor, HOD, D. Dean or the Dean</b>			
Signature and Official Stamp			
<b>I hereby acknowledge received the item(s) in good working condition and will be responsible for the defect or loss of the item(s).</b>			
<b>Customer's Acknowledgement</b>		Name:	
		Signature:	Date:
<b><i>For Office Use Only:</i></b>			
Technician in-charge:			
Serial No:		Date Taken:	
ITD Tag:		Date Returned:	

\* Please submit this form to IRK Staff Lab (ext. 3508) or HS Staff Lab (ext. 3135).

\* Please submit this form at least 3 days before the event.

\* For staff, please get an approval from the Asst. Dir, Dep. Dir, Head of Dept, Dep. Dean or the Dean.

\* For student, please get an approval from your Lecturer, Advisor, Head of Dept, Dep. Dean or the Dean.