



ABDULHAMID ABUSULAYMAN KULLIYAH OF
ISLAMIC REVEALED KNOWLEDGE & HUMAN SCIENCES

International Islamic University Malaysia

ICT EQUIPMENT LOAN FORM

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