



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
بني برودي الشارالاء البتاراء الفسباء بللسبماء  
Garden of Knowledge and Virtue

**LEADING THE WAY**  
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN LIL-ĀLAMĪN



AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

VERSION NO:02

REVISION NO:02

KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

EFFECTIVE DATE:

FORM: FORM FOR LOAN OF EQUIPMENT ( J02)

26/10/2021

### PART A: APPLICANT DETAIL

Name: \_\_\_\_\_  
 Staff / Matric No.: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Department: \_\_\_\_\_ Course Subject: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Date of Loan: From: \_\_\_\_\_ To: \_\_\_\_\_

### PART B: PROPOSED EQUIPMENT

NO.	ITEM	DESCRIPTION	REMARK

### PART C: ACKNOWLEDGED

- The Applicant must be fully responsible for the safety of equipment borrowed.
- The Application for booking must reach the workshop / lab at least within **3 days working** prior to the date requested.
- All reports must be in writing for damage or lost of equipment.
- The Applicant must return the equipment within the permitted period.
- Applicant is liable for any loss or damage cause

REQUESTED BY THE APPLICANT	VERIFIED BY SUPERVISOR / LECTURER
_____ (Signature) Date: _____	_____ (Signature & Stamp) Date: _____ Remark: _____

### PART D: OFFICE USE ONLY

APPROVED BY HEAD OF DEPARTMENT
_____ (Signature & Stamp) Date: _____ Remark: _____

