

 الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA بونينديتو السلام والرحمة والهدى Garden of Knowledge and Virtue LEADING THE WAY KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMIN   FEDERAL CENTRE OF SCIENCE & TECHNOLOGY KUALA LUMPUR UNITED NATIONS UNIVERSITY		VERSION NO:02 REVISION NO:02
AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY		
KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN	EFFECTIVE DATE: 26/10/2021	
FORM: FORM FOR LOAN OF EQUIPMENT (J02)		

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: _____

PART E: SUBMISSION OF EQUIPMENT

[illegible]

RECEIVED BY APPLICANT	CONFIRMED BY THE PERSON IN CHARGE
(Signature) Date: _____ Time: _____ Remark: _____ / The applicant has checked all equipment. / All equipment in good condition.	(Signature & Stamp) Person In Charge: _____ Date: _____ Time: _____ Remark: _____

PART F: CONFIRMATION OF RETURN

RETURNED BY USER	CONFIRMED BY THE PERSON IN CHARGE
<i>(Signature)</i> Date: _____ Time: _____	<i>(Signature & Stamp)</i> Person in charge: _____ Date: _____ Time: _____ Remark: _____ / Good condition. / Damage. / Loss.