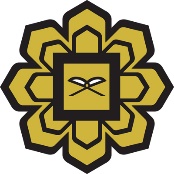
|  |
| --- |
| Workstation : KLM  Version No. : 01  Revision No. : 01  Effective Date : 01/03/2016 |

****

**KULLIYYAH OF LANGUAGES AND MANAGEMENT**

IIUM Pagoh Edu Hub, KM 1, Jalan Panchor, Pagoh, Muar

**Tel**: 06 – 974 2601 **Fax No**.: 06 – 974 2791

BOOKING OF INVENTORY/EQUIPMENT

**APPLICANT’S DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** |  | | | **STAFF NO / MATRIC NO** |  |
| **CONTACT DETAILS** | **Mobile No.** | **Ext No.** | **Fax No.** | **PROGRAMME** |  |
|  |  |  |

**EVENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT NAME** |  | **DATE OF PROGRAM** | **Start Date** | **End Date** |
|  |  |
| **ORGANIZER** |  | **TIME** | **Exact Start Time** | **Exact End Time** |
|  |  |
| **VENUE** |  | **NO. OF**  **PARTICIPANTS** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LIST OF EQUIPMENT REQUEST** | | | | |
|  | **EQUIPMENT** | **QUANTITY** | **COLLECT** | **RETURN** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **FOR APPLICANT’S** |
| *I hereby agree to accept responsibility and liability for any loss or damage to the University’s properties and for any breach of IIUM’S Rules & Regulations.*  **……………………………………….**  (Signature Person-in-charge)  Request Time:\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**teRMS & CONDITIONS:**

* **Please attach the Approval Letter for your programme with this form.**
* **Approval** (*Signature*) must be obtained from the **Kulliyyah** duly the submission of the form.
* **Please Follow-Up** with KLM (Ext. 2605) **One (1) day after** submitting the form.
* All applications for booking must be made **three (3) Working Days** prior to the function date.
* **Late applications, applications without the Approval Letter** or **applications without proper approval will not be entertained**. 1

*(e.g. no signature or approval and official stamp at the booking form)*

* For **postponed programs,** new **forms must be submitted**.

|  |  |
| --- | --- |
| **FOR USER ONLY:**  User’s Signature (Item Received): \_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | User’s Signature (Item Returned):\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **FOR KLM OFFICE USE ONLY** | | |
| **ACCEPTED** |  | **INITIAL / STAMP** |
| **REJECTED** | Last Minute / Equipment Unavailable / Incomplete Form / Others: | **DATE** |

|  |
| --- |
| **APPROVAL** |
| I hereby **APPROVED / DISAPPROVE** this application.  (*Please delete whichever is not applicable.)*  **.........................................................**  **DEPUTY DIRECTOR/ASSISTANT DIRECTOR**  *(SIGNATURE & OFFICIAL STAMP)*  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |