

LABORATORY MANAGEMENT OFFICE
KULLIYAH OF SCIENCE

BORROWING GLASSWARE FORM

A. Application Details Information

Name : _____
 Matrix/Staff No. : _____ Contact No. : _____
 Dept. / Kull. / Ins. : _____
 Project Title : _____
 Supervisor / Co-sv : _____
 Borrowing Date (from) : _____ Date (until) : _____

B. Required Item(s)

No	Description of Item(s)	Volume	Quantity	Inventory Status (Office Use)	Remarks
1				<input type="checkbox"/> Yes <input type="checkbox"/> No*	
2				<input type="checkbox"/> Yes <input type="checkbox"/> No*	
3				<input type="checkbox"/> Yes <input type="checkbox"/> No*	
4				<input type="checkbox"/> Yes <input type="checkbox"/> No*	
5				<input type="checkbox"/> Yes <input type="checkbox"/> No*	

*The delivery is based on delivery terms by supplier (1-3 months)

I hereby certify that the glassware(s) received is/are in good condition. I will also adhere to all the rules and regulations the Kulliyah of Science posed on me as stipulated in the "Kulliyah of Science Laboratory Management Handbook".

Requested by;

 Name:
 Date:

Recommended by;

Approved by;

 Sign & stamp
 (Supervisor/Co-Supervisor)
 Date:

 Sign & stamp
 (Science Officer/Assistant Science Officer)
 Date:

For Laboratory Office Use Only

Upon Borrowing		Upon Returning	
Issued by (signature) :	_____	Returned by (signature) :	_____
Name :	_____	Name :	_____
Date :	_____	Date :	_____
Received by (signature) :	_____	Received by (signature) :	_____
Name :	_____	Name :	_____
Date :	_____	Date :	_____

Note: Please submit the original form to the Science Officer.
 Please keep a copy of this form for your reference.