



**KULLIYAH OF SUSTAINABLE TOURISM
AND CONTEMPORARY LANGUAGES**
IIUM Pagoh Edu Hub, KM 1, Jalan Panchor, Pagoh, Muar

Workstation : KSTCL
Version No. : 02
Revision No. : 02
Effective Date : 24/01/2024

BOOKING OF INVENTORY/EQUIPMENT

APPLICANT'S DETAILS

NAME				STAFF NO / MATRIC NO	
CONTACT DETAILS	Mobile No.	Ext No.	Fax No.	PROGRAMME/COURSE	

EVENT DETAILS

PROGRAMME NAME		DATE OF PROGRAMME	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 **Kulliyah** 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 programmes**, 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 KSTCL OFFICE USE ONLY		
ACCEPTED		INITIAL / STAMP
REJECTED	Last Minute / Equipment Unavailable / Incomplete Form / Others:	DATE

APPROVAL
<p>I hereby APPROVED / DISAPPROVE this application. <i>(Please delete whichever is not applicable.)</i></p> <p>..... DEPUTY DIRECTOR/ASSISTANT DIRECTOR <i>(SIGNATURE & OFFICIAL STAMP)</i></p> <p>Date : _____</p>