

## BOOKING OF INVENTORY/ EQUIPMENT

**Residential Management Unit (RMU)**  
**Mahallah Zaid bin Harithah**  
**International Islamic University Malaysia**  
 Pagoh Edu Hub , KM 1 Jalan Panchor  
 84600 Pagoh, Johor  
 Tel : 069741100  
 Email: mahallahpagoh@iium.edu.my

### REGULATIONS

1. All booking application must be made at least 3 working days prior date of the event.
2. Please attach the Approval Letter for your programme with this form
3. All bookings must obtain recommendation from program advisor.
4. Late applications, applications without the Approval Letter or applications without proper approval will not be entertained.
5. All equipment must be in good condition before and after the event.

### APPLICANT'S INFORMATION

Name :	Matric/Staff No. :
Date :	Contact No. :
Dept./Soc. :	No. of Participants :
Event/Program :	
Organizer :	

### EVENT DETAILS

Inventory/Equipment	Date		Time	
	From	To	From	To
1.				
2.				
3.				
4.				
5.				

### APPLICANT SIGNATURE

*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 and date)

### RECOMMENDATION (Program Advisor)

Recommended ☐ Not Recommended ☐

Remarks : \_\_\_\_\_

\_\_\_\_\_  
(Name, Signature, Date, Post and Official Stamp)

### FOR USER'S USE ONLY

ITEM RECEIVED BY	ITEM RETURNED BY
User's Signature: _____ Name: _____ Contact No.: _____ Date Received: _____	User's Signature: _____ Name: _____ Contact No.: _____ Date Received: _____

### FOR RESIDENTIAL MANAGEMENT UNIT'S USE

Approved ☐

Disapproved ☐

\_\_\_\_\_  
(Name, Signature and Official Stamp)