



(Company No.: 198301008860)

ASSET MOVEMENT REQUEST FORM

KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES

Asset Liaison Officer & Assigned Officer (Ext):

aliftarmizi@iium.edu.my (2604) / muksit@iium.edu.my (2699) / najmihaziq@iium.edu.my (2614) /
aminuddin@iium.edu.my (2606) / raishans@iium.edu.my (2648)

- The purpose of the **Asset Movement Request Form** is to record any request for the movement of assets with IIUM tags, such as computers, audio-visual equipment, and office equipment.
- This ensures that all asset movements are approved by the relevant authorities with valid justification.
- Failure to submit a request prior to any movement may result in assets being misplaced and difficult to trace, for which the individual will be held accountable.

APPLICANT'S DETAILS

Staff Name	
Staff No.	
Kulliyah / Dept / Office / Unit	
Contact Details	Mobile No.: Ext No.: Email:

MOVEMENT DETAILS

Reason for movement	
Proposed date of movement	

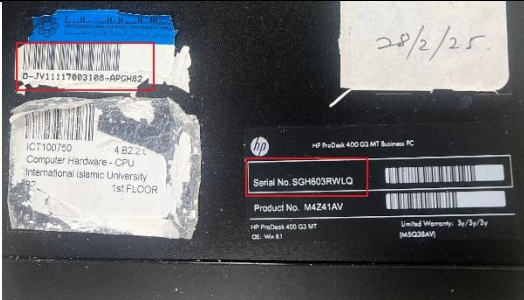
LIST OF ASSETS TO BE MOVED

No.	Equipment / Item Description	Asset Tag / Serial No.	From (Current Location)	To (Proposed Location)
1.				
2.				

No.	Equipment / Item Description	Asset Tag / Serial No.	From (Current Location)	To (Proposed Location)
3.				
4.				

Note: (If space is insufficient, please use attachment)

Example Picture of Asset tagging and Room number

Example: Picture of Room location	Example: Picture Asset Tag/ Serial No.
	
Example: Picture Asset Tag/ Serial No.	Example: Picture Asset Tag/ Serial No.
	

TERMS & CONDITIONS:

- The Kulliyah of Sustainable and Contemporary Languages must be notified in advance of any asset or furniture movement within or between campuses.
- Furniture and general items are allocated based on standard room requirements or staff limits. Movements resulting in excess units in a single room must be accompanied by an official justification.
- Official approval (signature) must be obtained from the Kulliyah before the submission of the form.
- ITD Pagoh must be notified in advance of any IT asset or computer equipment movement within or between campuses.

APPLICANT'S DECLARATION:

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 during the relocation of these assets once approved.

Prepared by Staff,

.....
(Signature & Official Stamping)

Date:

FOR KSTCL OFFICE USE ONLY

(For assets under Kulliyah (DPU) supervision)

Your application to move the mentioned asset(s)
above has been:

☐

RECOMMENDED

☐

REJECTED

.....
Officer's Signature & Chop

Date:

Remarks / Notes:

(Last minute / Incomplete Form / Others)

(For assets under ITD supervision)

Your application to move the mentioned asset(s)
above has been:

☐

RECOMMENDED

☐

REJECTED

.....
Officer's Signature & Chop

Date:

Remarks / Notes:

(Last minute / Incomplete Form / Others)

APPROVED BY:

I hereby APPROVED / DISAPPROVED this application
(Please delete whichever is not applicable.)

.....

DEPUTY DIRECTOR / DEAN

(Signature & Official Stamp)

Date:.....