



**CENTRE FOR ARTS AND CULTURAL SUSTAINABLE DEVELOPMENT (CITRA)**  
 IIUM CULTURAL CENTRE  
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
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## MOVEMENT OF EQUIPMENT

### REQUESTOR PARTICULARS

Name : \_\_\_\_\_ Matric/Staff No.: \_\_\_\_\_  
 K/C/D/I/O/ Club : \_\_\_\_\_ Contact No : \_\_\_\_\_

### PROGRAM PARTICULAR (please attached approval letter)

Name of programme : \_\_\_\_\_

Organiser : \_\_\_\_\_

Destination (full address) : \_\_\_\_\_  
 \_\_\_\_\_

Equipment Picked up : Date : \_\_\_\_\_ Time : \_\_\_\_\_

Equipment Return : Date : \_\_\_\_\_ Time : \_\_\_\_\_

### LIST OF EQUIPMENT

NO	TYPE OF EQUIPMENT	QUANTITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

I understand that it is my responsibility to : (*Please initial beside each item*)

\_\_\_\_\_ Return the equipment on time

\_\_\_\_\_ Return the equipment clean and in the same condition when it was taken out

\_\_\_\_\_ Replaced lost or damaged equipment (all parts)

***\*please attach with any relevant documents***

Requestor signature : \_\_\_\_\_

Date : \_\_\_\_\_

----- OFFICE USE ONLY -----

**CERTIFIED BY C/TRA'S STAFF**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**APPROVAL BY DIRECTOR C/TRA**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Date : \_\_\_\_\_

APPROVED	
NOT APPROVED	

**CHECK BY SECURITY OFFICE**

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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

Date : \_\_\_\_\_