

**PART A: APPLICANT DETAIL**

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

Staff / Matric No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Department: \_\_\_\_\_

Course Subject: \_\_\_\_\_

Purpose for Project: \_\_\_\_\_

**PART B: PROPOSED MATERIAL**

NO.	ITEM	DESCRIPTION	REMARK

**PART C: ACKNOWLEDGED**

- The Applicant must discuss regarding their project with person in charge before fill the form.
- The Application for booking must reach the workshop / lab at least within **3 days working** prior to the date requested.

REQUESTED BY THE APPLICANT	VERIFIED BY SUPERVISOR/LECTURER
<p style="text-align: center;">_____ (Signature)</p> <p>Date: _____</p>	<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Date: _____ Remark: _____</p>

**PART D: OFFICE USE ONLY**

APPROVED BY HEAD OF DEPARTMENT	CONFIRMED BY THE PERSON IN CHARGE
<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Date: _____ Remark: _____</p>	<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Person in charge: _____ Date: _____ Remark: _____</p>

**FORM TO REQUEST MATERIAL**  
*WORKSHOP & LAB (FOR INTERNAL USER ONLY)*

**J03**

*Workstation:*  
*Tech. Unit / SJH*  
*Version: 02*  
*Revision: 01*  
*Effective Date:*  
*01/09/2017*