



KULLIYAH OF SCIENCE

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

KEY BORROWING FORM

Section 1- This section is to be filled out by the applicant.

A. Applicant's Detail Information

Name : _____
Matrix/Staff No. : _____ Contact No. : _____
Department/Kulliyah : _____
Project Title : _____
Supervisor : _____
Co-Supervisor (if any) : _____
Borrowing Date : (From) _____ (Until) _____

B. Required Item(s)

No	Description	Key/Room No	Remarks
1			
2			
3			
4			

I hereby certify that the key(s) is/are in a good condition. I will also adhere to all the rules and regulations posed on me by Kulliyah of Science as stipulated in the "Rules for Undergraduate and Postgraduates Working in Laboratories".

Recommended by;

Approved by;

(Supervisor/Co-Supervisor)
Date:

(Science Officer)
Date:

Section 2- Upon Giving

Given by (Name, Initial & Date) : _____

Borrowed by (Name, Initial & Date): _____

Section 3- Upon Returning

Returned by (Name, Initial & Date): _____

Received by (Name, Initial & Date) : _____

**Note: Please keep a copy for your reference.*