



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6196 5881, 603-6196 5895 Fax: 603 – 6196 4053 E-mail: corporatecomm@iium.edu.my

BOOKING OF INVENTORY / EQUIPMENT

Applicant's name :

Staff no. / Matric no. :

K/C/D/I/O :

Event :

Time & Date of Event :

Contact no. :

Type of Inventory/Equipment :

Date Return :

I will be responsible on any lost/damaged of the above item(s) during my custody.

Signature :

Date :

Return date:
Signature:
Name
Date :

FOR OFFICE USE ONLY

I hereby **APPROVED / DISAPPROVED** this application

.....
Officer in Charge, OCCM

Remarks :

Date received :