

**GENERAL ADMINISTRATION  
OFFICE OF THE DEPUTY RECTOR (RESEARCH & INNOVATION)**

**OPEN MOBILE PANEL BOOKING FORM**

Requestor's particulars

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

Post: \_\_\_\_\_ Telephone/ Ext No.: \_\_\_\_\_

Kulliyah/ Centre/ Division/ Institute/ Office: \_\_\_\_\_

Event particulars

Name of event: \_\_\_\_\_

Venue/s of event: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Date/ day of event: \_\_\_\_\_/ \_\_\_\_\_ No. of panels: \_\_\_\_\_

Date/ day/ time of panel installation: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_

Requestor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Recommendation

Name: \_\_\_\_\_ Telephone/ Ext No.: \_\_\_\_\_  
(Officer-in-charge/ Chairman of the event)

I hereby recommend/ do not recommend the above request.

Officer-in-charge/ Chairman's signature & official stamp: \_\_\_\_\_ Date: \_\_\_\_\_

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Decision of the Deputy Rector (Research & Innovation)

Approved/ Rejected

Signature & official stamp: \_\_\_\_\_ Date: \_\_\_\_\_