



LOAN OF ICT EQUIPMENT
Information Technology Division
International Islamic University Malaysia

ITD-SD-06
 Version No.: 02
 Revision No. 04
 Effective Date: 12/2017

Report No. :

CUSTOMER'S INFORMATION			
Full Name	:	Staff No.	:
Designation	:	Phone Ext.	:
Email(~@iium.edu.my)	:	Mobile Phone	:
Department/Unit	:		
K/C/D/I/O	:		
TYPE OF SERVICE REQUEST			
	<u>Quantity</u>		<u>Quantity</u>
LCD Projector	:	<input type="text"/>	Notebook
			:
		<input type="text"/>	
Name of Programme	:	_____	
Date of Programme	:	From	:
		_____	To
		_____	_____
Signature	:	_____	Date
		_____	_____
RECOMMENDATION:		RECEIVED BY ITD SERVICEDESK:	
Dean/Director/Head of Unit/Assistant Director/ Coordinator	IT	Name	:
Signature	:	_____	
		Signature	:

Official Stamp	:	Official Stamp	:
_____		_____	
FOR OFFICE USE ONLY:			
Approval:- <input type="checkbox"/> Yes <input type="checkbox"/> No		Person In charge's Signature: _____	
Model	Serial No./Tag No	(Item Delivered)	
1) Notebook		Name	:
i) <i>Lenovo</i>	_____	_____	
ii) <i>Dell</i>	_____	Date Delivered	:
iii) <i>Others</i>	_____	_____	
2) Projector	_____	Person In charge's Signature: _____	
		(Item Received)	
		Name	:

		Date Received	:

FOR USER ONLY:			
User's Signature (Item Received)	:	User's Signature (Item Returned)	:
_____		_____	
Name	:	Name	:
_____		_____	
Contact No.	:	Contact No.	:
_____		_____	
Date Received	:	Date Returned	:
_____		_____	

GUIDELINES FOR APPLICATION OF LOAN OF ICT EQUIPMENT (NOTEBOOK & PROJECTOR)

1. Loan of ICT equipment is provided for official usage of staff only.
2. The application forms from staff must be certified by the Dean/Director/Head of Department/ Assistant Director/IT Coordinator.
3. Loan of ICT Equipment are provided for the following purposes:-
 - i) Official program approved by the approving authority
 - ii) University event
4. All applications must be forwarded to ITD at least three (3) days before the date of the program.
5. Any incomplete applications form will be returned to the applicants (if any).
6. Users will be responsible for any lost or damage of the ICT equipment and need to report to ITD / relevant authorities.
7. Staff shall be liable for the safety and security of the items during the period of loan of ICT Equipment and adhere to the ICT regulations.
8. The equipment to be returned one day after the date of event.
9. Users are not allowed to reset the **USERNAME** and **PASSWORD** of the equipment.
10. Users are not allowed to reset the **USERNAME** and **PASSWORD** of the equipment.
11. Users to remove/delete any data installed/saved in the notebook.
12. The duration of the loan of ICT Equipment is for a maximum of **three (3) months**.