



**DISABILITY SERVICES UNIT (DSU)**

**OFFICE OF THE DEPUTY RECTOR (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)**

**DSU EQUIPMENT REQUISITION FORM**

**DETAILS OF APPLICANT**

**NAME** \_\_\_\_\_

**MATRIC/STAFF NO.** \_\_\_\_\_

**CONTACT NO.** \_\_\_\_\_

**MAHALLAH/ROOM** \_\_\_\_\_

**PROGRAM/K/C/D/I** \_\_\_\_\_

**DURATION OF LOAN**  
(Please state the date) \_\_\_\_\_ **DAYS** **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**REASON FOR LOAN** \_\_\_\_\_

**DETAILS OF EQUIPMENT**

NO	EQUIPMENT	QTY	DETAILS OF LOAN				IS THE EQUIPMENT IN GOOD CONDITION? (If no, please state at */** below)
			DATE TAKEN		SIGNATURE		
			DATE RETURN		SIGNATURE		YES / NO*
			DATE TAKEN		SIGNATURE		YES / NO**
			DATE RETURN		SIGNATURE		YES / NO*
			DATE TAKEN		SIGNATURE		YES / NO**
			DATE RETURN		SIGNATURE		YES / NO*
			DATE TAKEN		SIGNATURE		YES / NO**

\*If the equipment is not in good condition at the point of borrowing, please specify:

\_\_\_\_\_

\*\*If the equipment is not in good condition upon return, please specify:

\_\_\_\_\_

**RULES AND REGULATIONS**

1. All applications must be submitted to the Disability Services Unit's office **at least three (3) working days** in advance prior to the date requested.
2. The equipment used should be returned in good condition.
3. The applicant is liable for any loss or damage caused to the equipment.
4. The equipment must be returned to the Disability Services Unit's office **within two (2) working days** after the loan duration is over.
5. Please submit your application to:  
**Disability Services Unit (DSU)**  
**Level 2, Muhammad Abdul-Rauf Building**  
**International Islamic University Malaysia**  
**Tel: 03-6196 6331 / 6333 / 4093**  
**Fax: 03-6196 4859**

APPLICANT	OFFICER IN CHARGE
<p>I hereby agree to abide by the rules and regulations as stated above.</p> <p align="center">..... (Signature)</p> <p>Name :</p> <p>Date :</p>	<p>I hereby <b>APPROVE / DO NOT APPROVE</b> this application.</p> <p align="center">..... (Signature and stamp)</p> <p>Remarks:</p> <p>Name :</p> <p>Date :</p>