



**PART A: APPLICANT DETAIL**

Name: \_\_\_\_\_

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

Contact No.: \_\_\_\_\_

Department: \_\_\_\_\_

Course Subject: \_\_\_\_\_

Purpose: \_\_\_\_\_

Workshop/Lab: \_\_\_\_\_

Date of event: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Event: \_\_\_\_\_

From: \_\_\_\_\_ am

To: \_\_\_\_\_ pm \*\*\*Normal hours usage

From: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm \*\*\*Overtime usage

Method of work: \_\_\_\_\_

**PART B: ACKNOWLEDGED**

- The Application for booking must reach the workshop / lab at least within **3 days working** prior to the date requested.
- All report must be in writing if damage or lost of equipment.
- The Applicant is liable for any loss or damage cause
- Recommended for overtime usage must be obtained from Deputy Director and Head of Department.

REQUESTED BY THE APPLICANT:	VERIFIED BY SUPERVISOR / LECTURER:
<p style="text-align: center;">_____ (Signature)</p> <p>Date: _____</p>	<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Date: _____ Remark: _____</p>

**PART C: OFFICE USE ONLY**

APPROVED BY HEAD OF DEPARTMENT	CONFIRMED BY THE PERSON IN CHARGE
<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Date: _____ Remark: _____</p>	<p style="text-align: center;">_____ (Signature &amp; Stamp)</p> <p>Person in charge: _____ Date: _____ Remark: _____</p>

