

**PART A: APPLICANT DETAIL**

Name: _____

Staff / Matric No.: _____ Contact No.: _____

Department: _____ Course Subject: _____

Purpose: _____

Date of Loan: From: _____ To: _____

PART B: PROPOSED EQUIPMENT

NO.	ITEM	DESCRIPTION	REMARK

PART C: ACKNOWLEDGED

- The Applicant must be fully responsible for the safety of equipment borrowed.
- The Application for booking must reach the workshop / lab at least within **3 days working** prior to the date requested.
- All reports must be in writing for damage or lost of equipment.
- The Applicant must return the equipment within the permitted period.
- Applicant is liable for any loss or damage cause

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

PART D: OFFICE USE ONLY

APPROVED BY HEAD OF DEPARTMENT
<p style="text-align: center;">(Signature & Stamp)</p> <p>Date: _____</p> <p>Remark: _____</p>

PART E: SUBMISSION OF EQUIPMENT

NO.	ITEM	SELECT	SERIAL NUMBER	REMARK

RECEIVED BY APPLICANT	CONFIRMED BY THE PERSON IN CHARGE
<p align="center">_____</p> <p align="center"><i>(Signature)</i></p> <p>Date: _____ Time: _____</p> <p>Remark: <input type="checkbox"/> The applicant has checked all equipment. <input type="checkbox"/> All equipment in good condition.</p>	<p align="center">_____</p> <p align="center"><i>(Signature & Stamp)</i></p> <p>Person In Charge: _____</p> <p>Date: _____ Time: _____</p> <p>Remark:</p>

PART F: CONFIRMATION OF RETURN

RETURNED BY USER	CONFIRMED BY THE PERSON IN CHARGE
<p align="center">_____</p> <p align="center"><i>(Signature)</i></p> <p>Date: _____</p> <p>Time: _____</p>	<p align="center">_____</p> <p align="center"><i>(Signature & Stamp)</i></p> <p>Person in charge: _____</p> <p>Date: _____ Time: _____</p> <p>Remark: <input type="checkbox"/> Good condition. <input type="checkbox"/> Damage. <input type="checkbox"/> Loss.</p>

