



**CENTRAL RESEARCH & ANIMAL FACILITY (CREAM)  
IIUM Kuantan**

**LABORATORY EQUIPMENT/CHEMICAL/DISPOSABLE ITEMS BORROW**

|                |               |
|----------------|---------------|
| Doc No.        | : CREAM- L005 |
| Rev. No.       | : 04          |
| Effective Date | : JAN 2020    |

NAME : \_\_\_\_\_

|                |  |  |   |  |  |   |  |  |  |  |
|----------------|--|--|---|--|--|---|--|--|--|--|
| DATE OF BORROW |  |  | / |  |  | / |  |  |  |  |
|----------------|--|--|---|--|--|---|--|--|--|--|

|                         |  |  |   |  |  |   |  |  |  |  |
|-------------------------|--|--|---|--|--|---|--|--|--|--|
| EXPECTED DATE OF RETURN |  |  | / |  |  | / |  |  |  |  |
|-------------------------|--|--|---|--|--|---|--|--|--|--|

| NO | DETAILS & QUANTITY | QTY. | BRAND | REMARKS |
|----|--------------------|------|-------|---------|
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|    |                    |      |       |         |
|    |                    |      |       |         |

\*Use attachment if space is not sufficient

**TERMS AND AGREEMENT**

1. Application and arrangement must be made in advance **at least seven (7) working days before** the proposed date.
2. User agrees to be billed and responsible for any loss or damage.
3. User must ensure the equipment/chemical/disposal items borrowed will be used for the correct purpose and will return borrowed items in time.
4. Any delay in returning borrowed items **MUST** be informed to CREAM admin or user will be ground for penalty.

**TO BE SIGN WHEN BORROW**

|  |
|--|
| <b>BORROW</b>  |
| <hr/> Applicant's signature & stamp<br>Name:<br>Date:<br>HP no.: |

**TO BE SIGN WHEN RETURN**

|  |
|--|
| <b>RETURN</b>  |
| <hr/> Applicant's signature & stamp<br>Name:<br>Date:<br>HP no.: |

| FOR CREAM USE  |  |
|--|--|
| BORROW APPLICATION   | RETURN   |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED<br>Science Officer      REMARKS:<br><br><hr/> Signature & Stamp<br>Date: | <input type="checkbox"/> All items have been returned without any damage and loss.<br><br>Checked and received by:<br><br><hr/> Staff in charge's signature and stamp<br>Date: |