LABORATORY EQUIPMENT/CHEMICAL/DISPOSABLE ITEMS BORROW

NAME: ____________________________________________________________

DATE OF BORROW ____________________________  /  /  /

EXPECTED DATE OF RETURN ____________________________  /  /  /

<table>
<thead>
<tr>
<th>NO</th>
<th>DETAILS &amp; QUANTITY</th>
<th>QTY.</th>
<th>BRAND</th>
<th>REMARKS</th>
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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

BORROW

Applicant’s signature & stamp
Name: ____________________________
Date: ____________________________
HP no.: ____________________________

TO BE SIGN WHEN RETURN

RETURN

Applicant’s signature & stamp
Name: ____________________________
Date: ____________________________
HP no.: ____________________________

FOR CREAM USE

BORROW APPLICATION

□ APPROVED  □ NOT APPROVED

Science Officer: ____________________________
Signature & Stamp: ____________________________
Date: ____________________________

RETURN

□ All items have been returned without any damage and loss.

REMARKS:

Checked and received by: ____________________________
Staff in charge’s signature and stamp
Date: ____________________________