



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
KULLIYAH OF LANGUAGES AND MANAGEMENT

REQUEST FORM  
(SUPPLY/MAINTENANCE/EQUIPMENT)

REQUESTOR : .....  
STAFF NO : .....  
DEPARTMENT & LAB : .....  
TEL & EXT. NO : .....

SUPPLY

MAINTENANCE

EQUIPMENT

OTHERS

ITEM REQUESTED : .....

ESTIMATED BUDGET : .....

PURPOSE/ JUSTIFICATION (students/staffs/others used): .....

REMARK : .....

\*to attach specifications/photo/brochure/sample

SIGNATURE : ..... DATE : .....

RECOMMENDATION FROM ENGINEER/DEPUTY DIRECTOR/ASSISTANT DIRECTOR

RECOMMEND (.....)

NOT RECOMMEND (please specify the reason/s) (.....)

.....

.....

SIGNATURE : ..... DATE : .....

APPROVAL FROM HEAD OF DEPARTMENT / DEAN

APPROVED (.....)

NOT APPROVED (please specify the reason/s) (.....)

.....

.....

SIGNATURE : ..... DATE : .....