



*Kulliyah of Islamic Revealed Knowledge &
Human Sciences (KIRKHS)*

International Islamic University Malaysia

ICT EQUIPMENT LOAN FORM

User(s) Information			
Name:		Staff/Matric No:	
Contact No:		Dept/Kulliyah:	
Date Required: From _____ to _____		Time: From _____ to _____	
Date Returned: From _____ to _____		Time: From _____ to _____	
Location:			
Purpose:			
Item(s) – Subject to availability			
Computer / Notebook:		Printer:	
LCD / OH Projector:		Portable P.A System:	
Digital Camera / Video Camera: <i>Please attached program schedule.</i>		Others: (Please specify)	
Remarks:			
Recommendation/Approval from the Asst. Dir., Dep. Dir., Lecturer, Advisor, HOD, D. Dean or the Dean			
Signature and Official Stamp			
I hereby acknowledge received the item(s) in good working condition and will be responsible for the defect or loss of the item(s).			
Customer's Acknowledgement		Name:	
		Signature:	Date:
For Office Use Only:			
Technician in-charge:			
Serial No:		Date Taken:	
ITD Tag:		Date Returned:	

* Please submit this form to IRK Staff Lab (ext. 3508) or HS Staff Lab (ext. 3135).

* Please submit this form at least 3 days before the event.

* For staff, please get an approval from the Asst. Dir, Dep. Dir, Head of Dept, Dep. Dean or the Dean.

* For student, please get an approval from your Lecturer, Advisor, Head of Dept, Dep. Dean or the Dean.