

DATE: / /

BORANG PERMOHONAN PINJAMAN RADAS KACA – KUE319
LABORATORY GLASSWARE / TOOL LOAN REQUEST FORM – KUE319

Nama Pemohon <i>(Applicant's Name)</i>		No. Matrik <i>(Matric No.)</i>	
No. Telefon <i>(Phone No.)</i>		Tandatangan Pemohon <i>(Applicant's Signature)</i>	
Alamat Email <i>(Email Address)</i>			
Bahagian <i>(Department)</i>			
Nama Penyelia <i>(Supervisor's Name)</i>			
No. Makmal / Bilik *Tempat Peralatan Digunakan <i>(Laboratory / Room No.)</i> <i>*Location to be Used</i>			
Tempoh Pinjaman *Tempoh maksima 6 bulan <i>(Loan period)</i> <i>*Maximum 6 months</i>	_____ – _____		

SENARAI PERMOHONAN
REQUEST LIST

No.	Description	Qty	Availability , please mark ✓ <i>(Fill in by store staff)</i>	Received by (sign)	Item Return Record <i>(Fill in by store staff)</i>			
					Qty	Date	Remark / Item condition	Received by (sign)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

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DECLARATION

I _____, Matrix No. _____, have fully read, understand and agree to abide to the SOP and rules & regulations as stated in the “Loan Form for Laboratory Glassware / Tool” failing which School of Chemical Sciences, Universiti Sains Malaysia holds the right to penalize me. I agree to hold full responsibility for any circumstances or damages caused pertaining to the item(s) borrowed during the loan period.

Signature

Date:

APPROVAL

Agreed by Academic Supervisor	Acknowledged by Science Officer (Section)
Signature : Name : Date :	Signature : Name : Date :

CONFIRMATION OF RETURN (SCHOOL OF CHEMICAL SCIENCES STORE)

Confirmation of Application	Acknowledged by Store Staff
Signature : Name : Date :	Signature : Name : Date :