

## PORTABLE EQUIPMENT LOAN FORM

\*Application form should be submitted to the CLMC's Lab Coordinator/ In-Charge Officer **at least 3 days** before using the equipment.

### A. APPLICANT INFORMATION

Name: \_\_\_\_\_ Matric Nu. : \_\_\_\_\_

Department/ Faculty: \_\_\_\_\_

Campus : ☐ Besut ☐ Gong Badak ☐ Perubatan

Programme: \_\_\_\_\_ Telephone Nu.: \_\_\_\_\_

Purpose: \_\_\_\_\_ Date: \_\_\_\_\_

### B. EQUIPMENT WHICH WOULD LIKE TO LOAN

	Equipment Name	Location	Barcode Asset Nu.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

### C. DECLARATION

**\*I hereby acknowledge the following terms**

- i. Will be responsible on the safety of the equipment that being borrowed. And will report immediately if there is any damage/loss of the equipment to the laboratory management.
- ii. Will return back the equipment that being borrowed on the date and time set/ require. The laboratory management reserves the right to ask for the payment if the borrowed equipment is damaged/broken/loss during the utilization.

Applicant Signature: \_\_\_\_\_ Date : \_\_\_\_\_

### D. VERIFICATION

The loan for the equipment is supported/unsupported

**Supervisor,**

\_\_\_\_\_  
Signature & Stamp

Date: \_\_\_\_\_

### E. APPROVAL

The loan for the equipment is approved/not approved

**Laboratory Coordinator/In-Charge Officer,**

\_\_\_\_\_  
Signature & Stamp

Date: \_\_\_\_\_

### F. ISSUANCE OUT OF EQUIPMENT

Officer name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### G. RETURN OF EQUIPMENT

Officer name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_