**UNTUK PERHATIAN**

Bhg/Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Division/Unit*

|  |  |  |
| --- | --- | --- |
| Katalog semula/Segera  *Recataloging/Immediate* | *Strip* | Jilidan Berat/  *ReBinding* |
| Label *Barcode/ Barcode Label* | Lupus/ *Dispose* | Jilidan Ringan/  *Simple Repairs* |
| Label *Spine/ Spine Label* | Tidak Memenuhi Pesanan/  *Unfulfilled Order Requirement* | Tukar Status Bahan/  *Modify Item Status* |
| Lain-lain/*Others* |  |  |

Kod Pembekal/No. Aksesyen:

*Supplier Code/Accession No.*

Catatan*/Remarks:*

Dilapor Oleh: Bhg/Unit:

*Reported by Division/Unit*

Tandatangan: Tarikh:

*Signature**Date*

**MAKLUMAT TINDAKAN**

Nama : Bhg/Unit:

*Name Division/Unit*

Tandatangan: Tarikh:

*Signature**Date*

Catatan/*Remarks* (Sila sertakan lampiran jika perlu)

**DISEMAK OLEH PENYELARAS/KETUA UNIT**

***Verify by coordinator/Head of Unit***

Nama : Tandatangan :

*Name Signature*

Tarikh : Cop Bahagian :

*Date Division Stamp*

**UNTUK PERHATIAN**

Bhg/Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Division/Unit*

|  |  |  |
| --- | --- | --- |
| Katalog semula/Segera  *Recataloging/Immediate* | *Strip* | Jilidan Berat/  *ReBinding* |
| Label *Barcode/ Barcode Label* | Lupus/ *Dispose* | Jilidan Ringan/  *Simple Repairs* |
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| Lain-lain/*Others* |  |  |

Kod Pembekal/No. Aksesyen:

*Supplier Code/Accession No.*

Catatan*/Remarks:*

Dilapor Oleh: Bhg/Unit:

*Reported by Division/Unit*

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Nama : Bhg/Unit:

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Catatan/*Remarks* (Sila sertakan lampiran jika perlu)

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***Verify by coordinator/Head of Unit***

Nama : Tandatangan :

*Name Signature*

Tarikh : Cop Bahagian :

*Date Division Stamp*