**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* |
|  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:

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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*