***STAFF STUDENT***

* ***Please Tick***

***DATE OF REQUEST:***

|  |
| --- |
| 1. **DETAIL OF APPLICANT**
 |
| Full Name: |  |
| No ID: |  |
| H/P no: |  |
| Name of Supervisor:*(if applicable)* |  |
| School/ Department: |  |
| Purpose of Borrowing:*BRIEFLY DESCRIBE THE PURPOSE OF BORROWING THIS EQUIPMENT* |  |

|  |
| --- |
| **2.0 LOANED EQUIPMENT DETAILS** |
| No | Equipment Name | Quantity | Barcode | Date Needed | Duration of Borrowing |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

|  |
| --- |
| **3.0 AGREEMENT TO COMPLY WITH ASSET** |
| By signing below, I acknowledge that I am responsible for the equipment listed above and agree to the following terms:1. I will use the equipment solely for its intended purpose.
2. I will handle the equipment with care and return it in the same condition as received.
3. I will be held liable for any damages or loss incurred during the borrowing period, and I agree to cover the cost of repair or replacement.
4. I understand that failure to return the equipment on time may result in penalties or restrictions on future equipment borrowing privileges

**Applicant’s signature:**Name:Ic No: |
| **4.0 APPROVED BY:** | ***5.0 ITEM RETURN*** |
|  APPROVE NOT APPROVESignature:Name:Position:Date: | **Inspection remark: Date Return:**

|  |  |
| --- | --- |
|  | Item returned in good condition |
|  | Item returned in Damage |
|  | Item returned with parts missing |
|  | Item is lost |

|  |  |
| --- | --- |
| **Returned by (Name):**Signature: | **Received by (Name):**Signature: |

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