***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 APPROVE  Signature:  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: | |