

## EQUIPMENT LOAN FORM

FACULTY OF ART, COMPUTING & CREATIVE INDUSTRY, SULTAN IDRIS EDUCATION UNIVERSITY TEL +605 450 6205 (IT) +605 450 6510 (SENI)

### A. APPLICANT IS PARTICULARS

Name :	Type of loan : SHORT-TERM / LONG-TERM
Student / Staff No :	Address /Room No :
Faculty / Department :	Telephone no :
Duration of loan : _____ to : _____	Email : _____
Purpose :	

### B. DETAILS OF EQUIPMENT

No.	Type of equipment	Model	No. Siri / Asset ID	Quantity	Remark

### C. STUDENT'S / STAFF'S DECLARATION

I will bear full responsibility for the safety of the equipment. I will also take full responsibility for any defects, malfunctions, or losses, which may be attributed to improper or negligent use of the equipment.

**Having understood the above stipulated rules and policies, I will abide by them without prejudice.**

Applicant's signature : ..... Date : .....

### D. COORDINATOR'S/LECTURER'S ENDORSEMENT

Signature/Official Stamp : ..... Date : .....

### E. APPROVED BY DEAN

Signature/Official Stamp:..... Date : .....

\*\* STUDENTS OF FSKIK ARE REQUIRED TO OBTAIN THE APPROVAL AND OFFICIAL STAMP OF COORDINATORS/LECTURERS

\*\* STUDENTS FROM OTHER FACULTIES ARE REQUIRED TO SUBMIT THIS FORM TO THE DEAN OF FSKIK TOGETHER WITH A MEMO FROM THE RELEVANT HEAD OF DEPARTMENT

## F. EQUIPMENT BOOKING POLICY

1. Booking of equipment must be made not later than 2 working days by filling out the Equipment Loan Form.
2. Equipment can only be loaned for one week only. For loan exceeding one week, a new application is entailed which is subjected to the provision that the same equipment has not been booked by other applicant.
3. This form must be filled out completely and submitted to *Pengurusan Unit Komputer & Eletronik / Unit Pereka, FSKIK* ( thereafter referred to as the management) together with an endorsement letter or an approved working paper from relevant dean/director/head of department/ Students Affairs Department Officer.
4. The approval for the equipment loan including its quantity is subjected to the approval of the Dean of FSKIK and the availability of the equipment.
5. The outcome of the loan application will be made by the management by telephone or email.
6. Applicants are required to provide all the required information by filling out and signing the Equipment Loan Form accordingly for every loan request and return of equipment.
7. Borrowers will bear full responsibility for the safety and security of the equipment being loaned.
8. Information pertaining to the installation of equipment will not be provided unless a written request is made.
9. Borrowers are required to replace lost equipment with a new, similar equipment or bear the cost of fixing damaged equipment resulting from improper use of the equipment.
10. The management reserves the rights to recall any loaned equipment at any time it deems necessary.
11. Any changes to the aforementioned terms are subject to decisions made by the management of the faculty.

### OFFICE USE

BORROW	RETURN
<p>OFFICER OUT:</p> <p>_____</p> <p>DATE: _____ TIME: _____</p> <p>SIGNATURE AND OFFICIAL STAMP :</p> <p>_____</p> <p>REMARKS :</p>	<p>STUDENTS CONFIRMATION:</p> <p>_____</p> <p>DATE: _____ TIME: _____</p> <p>OFFICER RECEIVING : _____</p> <p>SIGNATURE AND OFFICIAL STAMP :</p> <p>_____</p> <p>CONDITION OF EQUIPMENT : <input type="checkbox"/> Good <input type="checkbox"/> Damaged</p> <p>REMARKS :</p>