

BORANG PINJAMAN PERALATAN (EQUIPMENT LOAN FORM)

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A. MAKLUMAT PEMOHON (APPLICANT INFORMATION)

Nama Pemohon (Name of Applicant) : _____ Jenis Pinjaman (Type of Loan) : SEMENTARA / KEKAL
 TEMPORARY / PERMANENT

No. Kakitangan / No. Pelajar (Staff No. / Student No.) : _____ Alamat / No. Bilik (Address / Room No.) : _____

Fakulti / Jabatan (Faculty / Department) : _____ No. Telefon (Phone No.) : _____

Tarikh Pinjaman (Loan Date) : _____ Sehingga (Until) _____ Emel (Email) : _____

Tujuan Pinjaman (Loan Purpose) : _____

B. BUTIR - BUTIR PERALATAN (EQUIPMENT DETAILS)

Bil.	Jenis Peralatan (Type of Equipment)	Model	No. Siri (Serial No.) / Asset ID	Kuantiti (Quantity)	Catatan (Remarks)

C. PERAKUAN PELAJAR / KAKITANGAN (STUDENT / STAFF CERTIFICATE)

Saya mengaku dan bertanggungjawab sepenuhnya keatas penggunaan serta keselamatan peralatan sepanjang dalam jagaan saya. Sebarang kerosakan, kecacatan atau kehilangan peralatan akan ditanggung sepenuhnya oleh saya.

I acknowledge and take full responsibility for the use and safety of the equipment while in my care. Any damaged, defect or loss of equipment will be fully borne by me.

Saya Faham Peraturan Dan Polisi Tersebut, Serta Bersetuju Untuk Mematuhinya.
I understand the rules and policies, also agree to comply with them.

Tandatangan Pemohon (Signature of Applicant) : _____

Tarikh (Date) : _____

D. PERAKUAN PENSYARAH / KETUA JABATAN (LECTURER / HEAD OF DEPARTMENT CERTIFICATE)

Tandatangan / Cop (Signature / Stamp) : _____ Tarikh (Date) : _____

E. PENGESAHAN DEKAN (DEAN APPROVAL)

Tandatangan / Cop (Signature / Stamp) : _____ Tarikh (Date) : _____

F. POLISI PINJAMAN PERALATAN (EQUIPMENT LOAN POLICY)

****PELAJAR FSKIK PERLU MENDAPATKAN PENGESAHAN DAN COP RASMI DARIPADA PENYELARAS / PENSYARAH**

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

****UNTUK PINJAMAN LUAR DARIPADA FAKULTI FSKIK, SILA KEPILKAN BERSAMA MEMO MELALUI KETUA PTJ KEPADA DEKAN FSKIK**

(**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)

1. Tempahan hendaklah dibuat 2 HARI WAKTU BEKERJA SEBELUM TARIKH PENGGUNAAN dengan mengisi borang yang disediakan.

(1. Booking of equipment must be made not later than 2 working days by filling out the Equipment Loan Form.)

2. Peralatan hanya boleh dipinjam SELAMA SEMINGGU SAHAJA. Pinjaman melebihi seminggu hendaklah membuat tempahan lanjutan dan hanya diluluskan sekiranya tempahan masih kosong.

(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. Borang ini hendaklah diisi dengan lengkap dan disertakan dengan SURAT KELULUSAN KERTAS KERJA DARI DEKAN/PENGARAH/KETUA JABATAN/PEGAWAI HEP terlebih dahulu sebelum diserahkan kepada Pengurusan Unit Komputer/Unit Pereka & Unit Kejuruteraan FSKIK.

(3. This form must be filled out completely and submitted to Pengurusan Unit Komputer (Computer Unit), Unit Pereka (Designer Unit) and Unit Kejuruteraan (Engineering Unit) FSKIK together with an endorsement letter or an approved working paper from relevant dean/director/head of department/Students Affairs Department Officer.)

4. Kelulusan pinjaman peralatan dan kuantiti adalah tertakluk kepada KELULUSAN DEKAN FSKIK dan tempahan yang masih kosong.

(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. Pihak Pengurusan Unit Komputeran / Unit Pereka, FSKIK akan memaklumkan kelulusan pinjaman melalui telefon, email kepada peminjam atau datang terus ke kaunter untuk sebarang pertanyaan berkaitan pinjaman.

(5. The outcome of the loan application will be made by the management by telephone or email or direct at the counter.)

6. Peminjam hendaklah mengisi Borang Pinjaman Peralatan yang telah disediakan dengan maklumat yang lengkap serta menandatangani setiap pinjaman dan pemulangan peralatan.

(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. Peminjam hendaklah BERTANGGUNGJAWAB SEPENUHNYA TERHADAP KEROSAKAN DAN KESELAMATAN bagi setiap peralatan yang dipinjam.

(7. Borrowers will bear full responsibility for the safety and security of the equipment being loaned.)

8. Setiap pinjaman tidak disertakan bantuan pemasangan kecuali dengan kebenaran bertulis.

(8. Information pertaining to the installation of equipment will not be provided unless a written request is made.)

9. Sekiranya alat yang dipinjam hilang atau rosak, PEMINJAM BERTANGGUNGJAWAB MENGGANTIKAN YANG HILANG DENGAN ALAT YANG SERUPA (LEBIH BAIK) ATAU MEMBAYAR KOS MEMBAIKI.

(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. Pihak pengurusan berhak menuntut peminjam menukar / memulangkan alatan yang dipinjam pada bila-bila masa.

(10. The management reserves the rights to recall any loaned equipment at any time it deems necessary.)

12. Sebarang perubahan tertakluk kepada pindaan pihak pengurusan.

(11. Any changes to the aforementioned terms are subject to decision made by the management of the faculty.)

KEGUNAAN PEJABAT (OFFICE USE)**PEMINJAMAN (LOAN)****PEMULANGAN (RETURN)**

PEGAWAI YANG MENGELUAR (ISSUING OFFICER) :

PENGESAHAN PELAJAR (STUDENT CONFIRMATION) :

TARIKH (DATE) : _____ MASA (TIME) : _____

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TANDATANGAN & COP : _____
(SIGNATURE & STAMP)

PENGESAHAN PEGAWAI PENERIMA / CONFIRMATION OF RECEIVING OFFICER :

TANDATANGAN & COP : _____
(SIGNATURE & STAMP)

CATATAN (REMARKS) : _____

DALAM KEADAAN : BAIK
(IN CONDITION) (GOOD) ROSAK
(DAMAGED)