

**FET EQUIPMENT LOAN FORM (within MMU campus and not intercampus movement)**

**Section A - To be filled up by Applicant**

FET/LAB/002/ver3

Applicant Name			
E-mail		Staff / Student ID	
Dept/Faculty		Phone	

**Request by (Applicant)**

Signature & Date  
(During application session) .....

Reason for loan			
Date:Start Loan			
Date:End Loan			

Cancel where irrelevant:-  
I am :- FET staff / FET student / Non FET Staff / Non FET student

**Section B - Item to request for loan**

No	Item	Qty	Serial Number	MMU Asset Tagg. Number	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

**Section C - Verification and recommendation (Requestor's side)**

**Recommended by (Supervisor - Academician) for student application**

**Recommendation by:- (Dean/Deputy Dean/LMC Chairman/Lab Supervisor/Faculty Manager)**

Signature .....

Name,Date&Stamp .....

Signature .....

Name,Date&Stamp .....

**Section E - Receiving item & declaration session**

Signature .....

Name,Date&Stamp .....

**\* Receiving Session : Declared & Acceptance by (Applicant)**

"I, hereby acknowledge receipt of items in this list belonging and certify that all item is/are in good condition. I, shall be responsible to refer/inform my Asset Officer or alert my Supervisor of any loss, damages and liabilities."

Signature .....

Name,Date&Stamp .....

**\* Hand over Session : Declared by (Equipment Person In-charge)**

**REMARK IF ANY:-**

**Section F - Returning item & declaration session**

**\* Returning Session : Declared by (Applicant)**

Signature .....

Name,Date&Stamp .....

"I, hereby acknowledge returning the item in good condition."

P/S:- I also, hereby acknowledge that I shall be responsible in event of any loss, damages and liabilities of the condition of the items upon returning. I shall be responsible to refer/inform my Asset Officer or alert my Supervisor of any loss, damages and liabilities."

**\* Hand over Session : Declared by (Equipment Person In-charge)**

Signature .....

Name,Date&Stamp .....

"I have checked the returning list of hardware and verify that all component/peripheral returned is originally same in quantity, same model/type and in good condition as at hand over session"

**REMARK IF ANY:-**