

# FET EQUIPMENT / ASSET LOAN FORM

*Maximum Period of Loaning Is 10 Days From The Date Of Loaning*  
( This form to be filled up in 1 copy only ) ( 1 equipment or item per form )

## DETAILS OF BORROWER

Category of Borrower	Staff / Student / Others	I.C / I.D No :	
Name			
Department / Faculty		Contact No:	
E-mail Address			
Purpose Of Loaning			

## DETAILS OF EQUIPMENT / ITEMS ON LOAN

Equipment / Item	Qty	Additional Peripherals (if any)	Asset Tagging Number	Serial Number

Section A :- By Borrower			Section B :- By Cost Center / Lab Staff	
Date & Time Loan	Estimate Duration Of Loaning	Date & Time Returning	Acknowledgement Upon Loaning :-	
	Day / Month / Year		Sign :-	
	From:- / /		-----	
	To :- / /		--	
Sign :-	Numbers Of Days	Sign :-	Acknowledgement Upon Returning :-	
			Sign :-	

### Renewal Column ( Each Renewal for 7 days only from date of renewal )

No.	Date of Renewal	Borrower Sign	No.	Date Of Renewal	Borrower Sign
1.			3.		
2.			4.		

### TERMS & RULES OF LOANING

- The use and care of the above items is the responsibility of the borrower. Any damage, loss or malfunction will be billed to the borrower or the borrowing organization at a value, which will be determined by FET.
- Equipment must be handle with extreme care. Any breakage or loss should be reported immediately.
- Should the borrower wishes to extend the loaning duration above, kindly fill up the renewal declaration column. **Each renewal is for 7 days only and only 4 times of renewal is allowed. All equipment and items shall be returned before the end of each academic trimester.**
- Management have the right to seek the returned of any equipment at any time of loaning period
- **All Item / equipment borrowed are not to be taken out from MMU premises.**
- **If borrower wishes the item to be taken out from MMU premises, kindly attached the UAAM LA03 form.**

### FOR STUDENTS & NON FET STAFF APPLICATION ( Photocopy of ID to be attached with this form )

- FOR FET STUDENT :- APPROVAL BY LECTURER -

- FOR NON FET STUDENT & STAFF :- APPROVAL BY COST CENTER ASSET OFFICER & DEAN -

..... Lecturer Signature & Chop Date :-	..... Asset Officer Sign & Chop Date :-	..... Dean Sign & Chop Date :-
Comments (if any): .....		

