



**MULTIMEDIA UNIVERSITY**  
[com. no.: 436821-T]

## 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** ( Completed form to be filed by Cost Center staff where item is loaned from )

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

### 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 Day / Month / Year From:- / / To :- / /	Date & Time Returning	Acknowledgement Upon Loaning :- Sign :-	
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 :- ONLY NEED APPROVAL BY LECTURER -**
- **FOR NON FET STUDENT & STAFF :- APPROVAL BY APPLICANT'S SUPERVISOR ( MMU STAFF ), COST CENTER ASSET OFFICER & DEAN -**

.....  
Lecturer Signature & Chop  
Date :-

.....  
Asset Officer Sign & Chop  
Date :-

.....  
Dean Sign & Chop  
Date :-

Comments (if any): .....