



## مسجد السلطان الحاج أحمد شاه

### OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE, IIUM

## REQUEST FORM

#### A. APPLICANT PARTICULARS : (Please ✓ Tick the appropriate box)

1) Name : \_\_\_\_\_

2) Unit : \_\_\_\_\_

3) Type of request :

STATIONARIES

FURNITURE

EQUIPMENT

OTHERS :

\_\_\_\_\_

(Please specify)

#### B. DETAILS OF ITEMS REQUESTED : (Please fill in the appropriate box and attached the details of the specification – if necessary)

NO	ITEMS REQUESTED	PURPOSE	BRAND/MODEL	QUANTITY
1				
2				
3				

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## FOR ADMINISTRATION & FINANCE UNIT ONLY

#### APPROVAL : (Please ✓ Tick the appropriate box)

APPROVED

NOT APPROVED

KIV

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT OF RECEIPT ITEMS

REMARKS : \_\_\_\_\_

Received by: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date