



LEADING THE WAY  
KHAULIFAH • AMĀNAH • IGRĀ' • RAHMATAN LIL-ĀLĀMĪN  
LEADING THE WORLD



Version No.: 03  
Revision No.: 03  
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Workstation: OSC

INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

STUDENT DEVELOPMENT DEPARTMENT (SDEV)  
ONE STOP STUDENT CENTRE, OFFICE OF THE CAMPUS DIRECTOR  
IIUM Kuantan Campus

### EQUIPMENT REQUISITION FORM

#### A. DETAILS OF REQUESTOR

Name	:			
Kulliyah / Department	:			
Matric No. / Staff No.	:		Contact No. :	

#### B. DETAILS OF PROGRAMME

Name of Programme	:			
Date of Programme	:			
Venue	:		Time :	

#### C. ITEMS / EQUIPMENTS

NO.	ITEMS	QUANTITY	DATE TAKEN	REMARKS
1.	Stand Signage			
2.	Stand Bunting			
3.	Philips Water Jet			
4.	Portable Speaker & 2 Microphones			
5.	Extension Wire			
6.	Megaphone Loud Hailer			
7.	Dustpan			
8.	Broom			
9.	PVC Boots			
10.	Table Cloth			
11.	Silver Tray			
12.	Mat (Tikar)			
13.				
14.				
15.				
16.				
17.				
18.				

Please use additional space at the back if space is insufficient.

### D. APPLICANT'S DECLARATION

I hereby agreed to ensure that all item(s) borrowed is/are in good condition. I will undertake to pay for any loss/ damage for any item(s) borrowed. I shall return the item(s) within three (3) working days week after the programme.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_ Date : \_\_\_\_\_

I have attached Programme Approval Letter as supporting document along with this form.

### E. RECOMMENDATION (DEPUTY DEANS / HEAD / PRINCIPAL / ADVISOR / TRAINER)

Comments : \_\_\_\_\_

Signature : \_\_\_\_\_

Name &  
Official Stamp : \_\_\_\_\_ Date : \_\_\_\_\_

### F. FOR OFFICE USE

APPROVING DETAILS			
		<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
Remarks (If any) :			
Approved by / Signature :		Date :	
Name / Official Stamp :			
RETURNING DETAILS			
Remarks (If any) :			
Received by / Signature :		Date :	
Name / Official Stamp :			

### G. DEPOSIT / REPLACEMENT (IF ANY)

I hereby acknowledge receipt of \_\_\_\_\_ from Student Development Department and agreed to pay a cash money amounting RM \_\_\_\_\_ (RINGGIT MALAYSIA : \_\_\_\_\_ ONLY) being payment of deposit for lending / replacement for repair and maintenance for the above item.

Borrower Signature		SDEV Authorised Signature		Finance Representative Signature (if deposit forfeited and surrender)	
				Receipt. No. :	