

EQUIPMENT REQUEST FORM

MJIITLabForm2.1/2017



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Malaysia-Japan
International
Institute of Technology
(MJIIT)

Lab Management Unit
Malaysia - Japan International Institute of Technology (MJIIT)
Universiti Teknologi Malaysia,
Jalan Sultan Yahya Petra,
54100 Kuala Lumpur

A. APPLICANT INFORMATION			
NAME:			
STAFF/STUDENT OF MJIIT:	<input type="radio"/> Yes	Matric card no:	
		Email:	
	<input type="radio"/> No	Company/ Institution Name :	
		IC. No.:	
		Email:	
		Company / Institution Address :	
B. REQUEST INFORMATION			
LAB REQUESTED:			
DATE AND TIME REQUESTED:			
DESCRIPTION OF ACTIVITY: <i>e.g. Training / Experiment / Lecture cum Workshop</i>			
EQUIPMENT USAGE:			
<input type="radio"/> Internal <input type="radio"/> External (to be used outside MJIIT Premise) Location:			
EQUIPMENT REQUESTED:	NAME		QUANTITY
	1)		
	2)		
	3)		
	4)		
C. APPROVAL (Head of Lab)			
Approved By:	Name	Date:	
	Stamp and Signature:		
E. VERIFICATION (for external rental only)			
Verified By: <i>(Deputy Dean/Lab Manager)</i>	Name	Date:	
	Stamp and Signature:		