Minor Equipment Requisition Form
(for Academic Staff / Technical staff / Research Student / Research Assistant)

Name of User: ____________________  Name of Supervisor: ____________________
(Block Letter)  (Block Letter)

Signature of User: ________________  Staff / Student No.: ____________  Date: ______

Minor Equipment: ________________  Model No./Barcode ________________

Loan period: from ________________  to ________________  Location: ______

Checked by: ________________  (user)  ________________  (equipment-in-charge)

Return date: ____________  checked by ________________  (equipment-in-charge)

(Equipment-in-charge Copy)

Minor Equipment Requisition Form
(for Academic Staff / Technical staff / Research Student / Research Assistant)

Name of User: ____________________  Name of Supervisor: ____________________
(Block Letter)  (Block Letter)

Signature of User: ________________  Staff / Student No.: ____________  Date: ______

Minor Equipment: ________________  Model No./Barcode ________________

Loan period: from ________________  to ________________

Checked by: ________________  (user)  ________________  (equipment-in-charge)

Remark:
(1) Ensure the minor equipment in good condition before you take away.
(2) Return it to the receiving counter (P2603A) for repair/maintenance in case of problem.
(3) The maximum loan period is two weeks. User must return the equipment for checking and renewal if more than two weeks are necessary.
(4) Reminder will be given to the supervisor for late/non-return users.

(User Copy)