**UNO. RUJ: USPI/PKK/SUK/682**

**BORANG PINJAMAN PERALATAN / STOR SUKAN *SPORTS STORE EQUIPMENT LOAN FORM***

**PUSAT KOKURIKULUM**



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**SYARAT PERMOHONAN / *REGULATION FOR ACQUISITION*:**

1. **Setiap kerosakan hendaklah dimaklumkan kepada pegawai yang memberi pinjam / *Any damages must be reported to person in charge.*** 2. **Pemohon perlu melampirkan salinan Kad Matrik ( Jika ianya bukan kursus kokurikulum berkredit) dan Kad Staf ( Bagi kakitangan UPSI).**

**BAHAGIAN A: MAKLUMAT PEMOHON / *INFORMATION APPLICANT***

**Nama (*Name)* :**

**No. Matrik (*Matric No)* :**

**No-Telefon**

**(*Phone No)* :**

**Ptj/Jabatan**

***(Faculty/ Department)* :**

**Kursus Kokurikulum
(*Co-curriculum* *Course)* : Program (*Programme)* :**

 **(selain dari kursus kokurikulum/*other than co-curriculum courses)***

**Tujuan (*Purpose)* :**

**Tarikh aktiviti (*date of activity)*** :  **Tarikh permohonan (*date request)*** :

**Tarikh pemulangan (*return date)*** :

**BAHAGIAN B : MAKLUMAN PERALATAN / *EQUIPMENT INFORMATION***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Nama dan Jenama Peralatan /*****Equipment Name and Model*** | **Kuantiti /*****Quantity*** | **Kuantiti diluluskan****/*Approved Quantity*** |
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**PERAKUAN PEMOHON / *APPLICANT DECLARATION***

Saya berjanji akan memulangkan alatan pinjaman apabila tamat tempoh pinjaman yang tertulis dan bersedia membayar kos ganti rugi sekiranya berlaku kehilangan atau kerosakan alatan yang dipinjam

*I hereby promised to return the borrowed equipment on the return date as stated and willing to compensate any cost of loss or damage to the equipment that I was borrowed.*

Tandatangan / *Signature*:

Tarikh / *Date* : …………………….

 \*(hanya diisi sekiranya ianya adalah program selain daripada kursus kokurikulum)

PERAKUAN PENSYARAH ATAU PENASIHAT PROGRAM/*LECTURER OR SUPERVISOR DECLARATION*

Saya mengaku bahawa pelajar ini dibawah penyeliaan saya*I hereby certify that this student is under my supervision.*

Tandatangan / *Signature*: Cop / *Stamp* :

Tarikh / *Date* : …………………….

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| **KELULUSAN PENGURUSAN PUSAT KOKURIKULUM/** ***MANAGEMENT CO-CURRICULUM CENTER*****(Untuk permohonan bukan P&P/ *Acquisition for non-academic purpose*)** |
| **PENGESAHAN KELULUSAN / *CONFIRMATION OF APPROVAL* (PENGARAH/TIMBALAN PENGARAH)**Tandatangan / *Signature* : Tarikh/*date* : ……………………. Cop/*Stamp* : |
|  |  |
| **DIISI OLEH PENTADBIRAN */ TO BE FILLED BY ADMINISTRATION*** |
| *LULUS/ APPROVE* |  |
|  |  |
| *TIDAK LULUS / NOT APPROVE* |  |
|  |  |
| **PENGESAHAN PEMULANGAN ALATAN / *CONFIRMATION OF EQUIPMENT RETURN*** |
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| --- |
| **DIHANTAR OLEH/ *SENT BY :***TANDATANGAN/*SIGNATURE*NAMA/*NAME* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TARIKH/*DATE* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MASA/*TIME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| --- | --- |
| **TERIMA OLEH/ *RECEIVED BY:***TANDATANGAN/*SIGNATURE*NAMA/*NAME* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TARIKH/*DATE* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MASA/*TIME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | **PENGESAHAN PEGAWAI (PP/PPT/PBS) / *AUTHORIZATION OF OFFICERS:***TANDATANGAN/*SIGNATURE*NAMA/*NAME* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TARIKH/*DATE* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MASA/*TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| **CATATAN** / ***NOTE****:*Adalah dengan ini disahkan bahawa alatan yang dipinjam/ *It is hereby certified that the equipment borrowed*:Dipulangkan semua peralatan dalam keadaan baik, lengkap dan bersih*All equipment returned in good condition, complete and clean*Pemulangan peralatan tidak mencukupi / hilang /rosak*Equipment returned is insufficient/lost/damaged (please fill in the Loss/Damage Complaint Form)*Lain-lain : *Others* |