

Equipment Loan Form

Name of Borrower : _____

Matric No / Staff No.: _____ Dept.: AKI / BDG / RST / DID Year: _____

Contact No: (Mobile phone): _____ (Home/Office): _____

Loan Period From: _____ To: _____

Location of Use *(All equipment should be used in Singapore)*: _____

Purpose of loan: _____

Lecturer in-Charge: _____

IMPORTANT:

1. Please attach **Matric Card / NRIC / Drive License** to loan the item. Other cards are **NOT** acceptable.
2. For returning item **after office hours** where no student assistant in the AVSU, please return to the IRC.

S/N	Item Description	Qty.	Asset Number	Serial Number
1.				
2.				
3.				
4.				

Declaration:

- I hereby declare that the above listed items have been checked and found to be in good working condition.
- I hereby **undertake full responsibility** for the items loaned to me, to make good and **meet the costs of repair**, if they are damaged (by whatever cause) during the loan period.
- I hereby undertake to **pay the full cost of replacing** the items if they are lost during the loan period.

Please sign only when collecting the equipment:

Signature of Borrower: _____ Date: _____

Return column for AVSU staff or Student Assistants use only

Checked by: <u>Johari / Kimberly /</u> _____	Signature: _____	Date Returned: _____
Remarks: _____		