



Request form for Borrowing ICT' s Equipment

Date: _____

Subject: _____

My name is (Mr. / Miss) _____

Student ID: _____ Year _____ Section _____ Mobile Phone: _____

I would like to borrow equipment of ICT:

No.	Description	Amount	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

For use in the case of: _____

On the date: _____ From: _____ To: _____

The number of students in this activity _____

Declaration:

I confirm that I will take care of the equipment and will be responsible for the equipment under my name.
After I finish using the equipment, I will return it immediately.

Signature _____

(_____)

For Office Use Only	
<input type="checkbox"/> Granted	Signature _____
<input type="checkbox"/> Denied	(_____)
	____ / ____ / ____