



UNIVERSITI ISLAM SELANGOR
 الجامعة الإسلامية
 SELANGOR ISLAMIC UNIVERSITY

**BAHAGIAN TEKNOLOGI
 MAKLUMAT**
 DIVISION OF INFORMATION TECHNOLOGY

BORANG PEMINJAMAN PERALATAN ICT

ICT EQUIPMENT LOAN REQUEST FORM

MAKLUMAT PENTING

IMPORTANT INFORMATION

- Sila hantar permohonan yang telah lengkap diisi ke **Bahagian Teknologi Maklumat (BTM)** selewat- lewatnya **tiga (3) hari bekerja** sebelum tarikh penggunaan.
Kindly submit the completed form to BTM at least three (3) working days prior usage date.
- Permohonan peminjaman adalah termasuk LCD Projector di **Makmal Komputer, Dewan Kuliah, Auditorium, Pusat Konvensyen dan Dewan Teater**. Nota : LCD Projector di Dewan Kuliah dan Dewan Teater boleh terus digunakan tanpa bantuan Juruteknik Komputer.
*The application includes the use of LCD Projectors in the Computer labs, Lecture halls, Auditorium, Convention Center and Theatre Hall.
 Noted: LCD Projector at the Lecture Halls and Theater Hall can be used without Technician's assistance.*
- Setiap peminjaman **tidak disertakan bantuan pemasangan** kecuali dengan permohonan bertulis.
The application does not include installation assistance, unless written application has been made in advance.

MAKLUMAT PEMOHON (PARTICULARS OF BORROWER)

Nama Name			
Jawatan Designation			
Bahagian/Fakulti Department/Faculty		No. Telefon/ Samb. Tel. No./Ext	

Tujuan Peminjaman Purpose of Loan			
Deskripsi Peralatan Equipment Description	LCD Projector <input type="radio"/>	Laptop <input type="radio"/>	
	HDMI Converter <input type="radio"/>	Audio Cable <input type="radio"/>	
*Sila tandakan (v) peralatan yang perlu digunakan Check items (v) to be borrowed	VGA/ HDMI Cable <input type="radio"/>	Extension Wire <input type="radio"/>	
	Printer <input type="radio"/>	LCD Screen Projector <input type="radio"/>	
Tarikh Digunakan Date of Usage		Lokasi Location	
Masa Digunakan Duration			

PENGAKUAN

DECLARATION

Dengan ini, saya mengaku bertanggungjawab sepenuhnya ke atas peralatan yang dinyatakan di atas selama menggunakannya. Saya bersedia dikenakan tindakan/ denda dari KUIS sekiranya terdapat kerosakan/ kehilangan disebabkan oleh kecuaiannya semasa mengendalikan peralatan ICT tersebut.
I hereby agree to be fully responsible for the equipment borrowed during the course of usage. In the event of any fault/ loss of the ICT equipment due to my negligence, I am ready for any consequences to be taken on me by KUIS.

Tandatangan Pemohon Signature of Borrower	Disokong & disahkan oleh Seconded & Authorised by
	*Cop Jawatan / Jabatan Official Stamp / Department
Tarikh : Date :	Tarikh : Date :

UNTUK KEGUNAAN BTM (REMARKS):

Tarikh Diterima : _____

Oleh : _____

Tarikh / Masa Ambil : _____

Disahkan : _____