



UMK/B19.00/11/2021 PIND 2/21

Tarikh Kuatkuasa: 1 April 2021

**BORANG TEMPAHAN PERALATAN ICT  
PUSAT KOMPUTERAN DAN INFOMATIK  
UNIVERSITI MALAYSIA KELANTAN**

- i. Borang ini sah untuk tempahan peralatan gunasama di bawah jagaan Pusat Komputeran dan Informatik (CCI)  
*This form is valid for booking shared equipment under Pusat Komputeran dan Informatik (CCI)*
- ii. Tempahan hendaklah dibuat sekurang-kurangnya 3 hari sebelum tarikh penggunaan  
*Reservations must be made at least 3 days before the date of use*
- iii. Borang yang telah diisi hendaklah dikembalikan segera ke Kaunter CCI  
*The completed form must be returned immediately to the CCI Counter*
- iv. Urusan pengambilan peralatan hanya di Kaunter CCI sahaja.  
*Equipment collection is only at the CCI Counter*

<b>BAHAGIAN A / SECTION A</b>		<b>MAKLUMAT PEMOHON / APPLICANT INFORMATION</b>	
<b>Nama Pemohon*</b> <i>Name of applicant</i>			
<b>No.Kad Pengenalan*</b> <i>ID Card No.</i>		<b>No.Staf*</b> <i>Employee ID.</i>	
<b>Jawatan</b> <i>Position</i>			
<b>Taraf Jawatan</b> <i>Status Position</i>	<input type="checkbox"/> Tetap/ <i>Permanent</i> <input type="checkbox"/> Kontrak/ <i>Contract</i> <input type="checkbox"/> PSH/ <i>PSH</i> <input type="checkbox"/> Vendor/ <i>Vendor</i>		
<b>PTJ / Fakulti*</b> <i>Department /Faculty</i>			
<b>No. Telefon Pejabat*</b> <i>Office Phone No.</i>		<b>No.Telefon Mudah Alih*</b> <i>Mobile Phone No.</i>	
<b>BAHAGIAN B / SECTION B</b>		<b>MAKLUMAT PERMOHONAN / APPLICATION INFORMATION</b>	
<b>Tujuan Pinjaman</b> <i>Purpose of Application</i>			
<b>Tempat / Program</b> <i>Location</i>			
<b>Tarikh Ambil</b> <i>Date of taken</i>		<b>Tarikh Hantar</b> <i>Date of Return</i>	
<b>BAHAGIAN C / SECTION C</b>		<b>PENGESAHAN SOKONGAN (KELULUSAN DIPERINGKAT FAKULTI BAGI PROGRAM PELAJAR ) / CONFIRMATION OF SUPPORT (FACULTY GRADED GRADUATION FOR STUDENT PROGRAMS)</b>	
<b>Nama Pegawai</b> <i>Name of Officer</i>			
<b>Jawatan</b> <i>Position</i>			
<b>Ulasan</b> <i>Comment</i>			

**BAHAGIAN D / SECTION D**
**KEPERLUAN PERALATAN / EQUIPMENT REQUIREMENTS**

Item <i>Item</i>	Jenis Peralatan <i>Type of Equipment</i>	Kuantiti <i>Quantity</i>	No. Tagging/Siri/Aset <i>Asset tagging No</i>	Catatan <i>Note</i>
<input type="checkbox"/>	Komputer Riba / <i>Laptop</i>			
<input type="checkbox"/>	Projektor / <i>Projector</i>			
<input type="checkbox"/>	Layar Putih / <i>White Screen</i>			
<input type="checkbox"/>	Set Persidangan Video / <i>Video Conference Set</i>			
<input type="checkbox"/>	Mesin Pencetak / <i>Printer</i>			
<input type="checkbox"/>	HDMI/VGA converter			
<input type="checkbox"/>				

**BAHAGIAN E / SECTION E**
**AKUAN PEMINJAM / DECLARATION**

Saya/ I ..... No.Staf/Matrik *Staff/Matric No* ..... mengaku telah menerima peralatan tersebut di atas dan akan bertanggungjawab ke atas keselamatan, kerosakan, kehilangan dan kebersihan peralatan tersebut / *acknowledges having received the equipment's and will be responsible for the safety, damage, loss and cleanliness of such equipment's.*

Tandatangan peminjam/*signature*: .....

Tarikh/*date*: .....

**UNTUK KEGUNAAN CCI SAHAJA / FOR CCI USE ONLY**

	Tarikh <i>Date</i>	Tandatangan & Cop <i>Signature &amp; Stamp</i>
<b>Nama Pegawai (Dikeluarkan oleh)</b> <i>Name of Officer (Issued by)</i>		
<b>Nama Pegawai (Diterima oleh)</b> <i>Name of Officer (Receive by)</i>		