



DHIR & PARTNERS SDN BHD (800511-H)

No 23-2 , Jalan Mega, Pusat Perdagangan Mega , Jalan Sakeh 84000 Muar, Johor.

Tel : 06-9501006 Fax : 06-9593436 Emel : dhirpartners@yahoo.com

EQUIPMENT REQUEST FORM (TEAM)

HOD NAME	
ID No /IC No	
Department/Team	
Position	
Phone No	

Equipment Requested Details:

NO	STAFF'S NAME	ITEM	TAGGING	REMARK
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

By signing below, I agree to accept liability for the equipment listed below. I understand that should any lost occur of the equipment, I will be held fully responsible for the replacement of the equipment.

Requested by: ----- DATE:

Verified by: ----- (HOD DEPARTMENT)

----- *FOR OFFICE USE ONLY* -----

EQUIPMENT RECEIVE/ RETURNS	
RECEIVE DATE:	RETURN DATE:

<i>FOR OFFICE USE ONLY:</i>

Approved By: ----- (FA DEPARTMENT)
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