



DHIR & PARTNERS SDN BHD (800511-H)

No 23-2 ,Jalan Mega, Pusat Perdagangan Mega , JalanSakeh84000 Muar,Johor.
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EQUIPMENT REQUEST FORM (OUTDOOR ACTIVITIES)

Name			
IC No			
Position			
Department/Team Leader			
Phone No			
Place of event		Date/Day of event	

Equipment Details:

Please Tick (/) the box below for the item received:

NO	ITEM	(/)	TAGGING NO	REMARK
1.	NOTEBOOK			
2.	ADAPTER			
3.	MOUSE			
4.	EXTENSION PLUG			
5.	HEADSET			
6.	CPU			
7.	MONITOR			
8.	KEYBOARD			
9.	SMARTPHONE MODEL:			
10.	SIMCARD		NETWORK: NO TEL: ** POSTPAID/ PREPAID	
11.				
12.				
13.				
14.				
15.				

By signing below, I agree to accept liability for the equipment listed above. 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): Date:

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

EQUIPMENT RECEIVE / RETURNS	
RECEIVE DATE:	RETURN DATE:

FOR OFFICE USE ONLY:

Approved by: Date:
