Item CSV Column Descriptions

If Student

Columns	Borrower Type	Student ID	Receiver ID	Serial Number	Received Date
Sample Data	student	22-00175		T30PRO90282787243253	21/01/2025
Description	Is the claimant a 'student' or 'employee'? Can be filled up by either 'student' or 'employee'	What is the Student ID of the claimant?	The Receiver ID should be blank if the claimant is a student. Do not remove the Receiver ID column. You can leave this blank	What is the serial number of the item to be claimed?	When is the item received?

If Employee

Columns	Borrower Type	Student ID	Receiver ID	Serial Number	Received Date
Sample Data	employee		1234567	T30PRO90282787243253	21/01/2025
Description	Is the claimant a 'student' or 'employee'? Can be filled up by either 'student' or 'employee'	The Student ID should be blank if the claimant is a student. Do not remove the Student ID column. You can leave this blank	What is the Employee ID of the claimant?	What is the serial number of the item to be claimed?	When was the item received?