

**LAPTOP GRANT APPLICATION FORM**

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| --- |
| 1. **Personal Information** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requestor Name | : |  | | | |
| Address | : |  |  |  |  |
|  |  |  |  |  |  |
| Office No. | : |  | Handphone No. | : |  |
| Identity Card No | : |  | Staff No. | : |  |
| Designation | : |  | Email | : |  |

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| 1. **Bank Information** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Account Holder | : |  |  |  |  |
| Bank Name | : |  | Account Number | : |  |

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| 1. **Laptop Information (For IT Department Use Only)** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nominee has a rental Computer / Laptop | : | |  | | --- | |  | | Yes | |  | | --- | |  | | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bil** | **No. Invoice** | **Brand** | **Model** | **Serial Number** | **Price (RM)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requestor** | | |  | **Approved** | | |
|  | | |  |  Approved  Not Approved | | |
|  | | |  |  | | |
| Name | : |  |  | Name | : |  |
| Position | : |  |  | Position | : |  |
| Date | : |  |  | Date | : |  |

|  |
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| 1. **Finance & Accounts Department Use Only** |

***Document Checklist*** : □ Invoice □ Receipt/Proof of Payment □ Any Related Document (i.e. : Approval form from IT)

|  |  |
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| **Remark :** |  |
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| --- | --- | --- | --- |
| **Payment Voucher No** | **Amount** | **Approved By** | **Date** |
|  |  |  |  |

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