



Faculty of Engineering, Computing and Science

EQUIPMENT LOAN AGREEMENT FORM

Section 1- Requester Information

1.01 Name	
1.02 Staff/ Student ID	
1.03 Department/ Faculty	FECS
1.04 Phone No	
1.05 Email Address	

Section 2- Details of Usage

2.01 Start Date	26 FEB 2024
2.02 End Date	31 MAY 2024
2.03 Equipment Requested	SWE30011 Lab Kit (RPI + Arduino + Electronics)
2.04 Purpose	Carry out SWE30011 Assignments

Section 3- Checklist

Please review the checklist carefully to assure that you have done the following and tick (✓) in the box provided

3.01	Receive borrowed equipment from the laboratory staff in clean and good condition.	✓
3.02	Return borrowed equipment to the laboratory staff in clean and good condition.	

Section 4a- Declaration (for single requester)

- I hereby declare that the information I have provided in this form is true and correct.
- I, named below, undertake to make every effort to take great care for the following equipment loaned to us by Faculty of Engineering, Computing and Science, Swinburne University of Technology, Sarawak Campus. We understand that failing to do so, would incur a cost payable to the University at the market price and necessary charges of the equipment.

Name	Signature	Date

Section 4b- Declaration (for a group of student requesters)

- We hereby declare that the information I have provided in this form is true and correct.
- We, named below, undertake to make every effort to take great care for the following equipment loaned to us by Faculty of Engineering, Computing and Science, Swinburne University of Technology, Sarawak Campus. We understand that failing to do so, would incur a cost payable to the University at the market price and necessary charges of the equipment.

Name	Student ID	Signature

Note: Please attach Student Indemnity Forms

Section 5- For Lab Office Use Only

5.01 Staff Name	
5.02 Staff ID	
5.03 Signature	
5.04 Date Form Received	
5.05 Status:	[Approved/ Rejected]
5.06 Equipment Details	
Quantity	
Model no	
Serial no	
From which location	
5.07 Accessories (if included)	
5.08 Date of Equipment Released	
5.09 Date of Equipment Returned	
5.10 Remarks	