



MYIS INTERNATIONAL SCHOOL

LOSS/DAMAGE ACKNOWLEDGEMENT FORM

Form No: DAF-000003
Date: 26/12/2025

1. EQUIPMENT INFORMATION

Equipment Name: **MYISC004**
Category: **Notebook**

2. BORROWER INFORMATION

Name: **Admin User**
Department: **IT**

3. DAMAGE DETAILS

Inspection Date: **25/12/2025**

Description of Damage:

มีรอยบุบบริเวณมุมเครื่อง องศาแน่นช้ำย

Estimated Repair Cost:

B12,000

4. ACKNOWLEDGEMENT

I acknowledge that the above equipment was damaged while in my possession. I understand that:

- I am responsible for the care and proper use of school equipment.
- The estimated repair cost shown above is subject to final assessment.
- I may be required to cover the repair costs as per school policy.
- I will cooperate with the IT Department for equipment repair or replacement.

Borrower Signature:

(Signature)

Name: Admin User
Date: _____

IT Department:

(Signature)

Name: _____
Date: _____

Finance Office:

(Signature)

Name: _____
Date: _____

Director of Operations:

(Signature)

Name: _____
Date: _____