



MYIS INTERNATIONAL SCHOOL

# LOSS/DAMAGE ACKNOWLEDGEMENT FORM

International School

Form No: DAF-000003

Date: 26/12/2025

## 1. EQUIPMENT INFORMATION

Asset Code: cmjii8440000312jxicl5cbyc  
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 องศาซ้าย

Estimated Repair Cost:  
฿12,000

## 4. DAMAGE PHOTOS

4 photo(s) attached - see system for details

## 5. ACKNOWLEDGEMENT

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

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

**Borrower Signature:**

(Signature)

Name: Admin User

**IT Department:**

(Signature)

Name: \_\_\_\_\_

**Finance Office:**

(Signature)

Name: \_\_\_\_\_ This is a computer-generated document. No signature is required for electronic copy.  
For official use, please print and sign.

**Director of Operations:**

(Signature)

Name: \_\_\_\_\_