

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 ด้านซ้าย

Estimated Repair Cost:

฿12,000

4. 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

Date: _____

IT Department:

(Signature)

Name: _____

Date: _____

Finance Office:

(Signature)

Name: _____

Date: _____

Director of Operations:

(Signature)

Name: _____

Date: _____