

 <b>UTM</b>   SCHOOL OF UNIVERSITI TEKNOLOGI MALAYSIA   MECHANICAL ENGINEERING		Form No.	
		Effective Date	
<b>MATERIALS ENGINEERING LABORATORY</b>			
<b>LOG CARD APPLICATION FORM</b>			
<b>APPLICANT'S DETAILS AND INFORMATION</b>			
SUPERVISOR'S / PROJECT LEADER'S NAME		AMOUNT (RM)	
EMAIL ADDRESS		DATE/ SIGNATURE & OFFICIAL STAMP	
CONTACT NO.			
<b>FOR LABORATORY'S USAGE ONLY</b>			
INVOICE NO. & DATE		DATE/ SIGNATURE & OFFICIAL STAMP	
BALANCE IN LOG CARD			
APPROVAL BY HEAD OF MAT. ENG. LAB.	APPROVE / NOT APPROVED		

**LOG CARD****OBJECTIVE**

To record the payment for Materials Engineering Laboratory by using UTM Research Grant.

**SCOPE**

This log card is applicable only to UTM staff and students for all equipment used in Materials Engineering Laboratory.

**PROCEDURE**

- 1 Please complete the log card application and reservation form with signature of supervisor/project leader. All information provided should be true and correct.
- 2 Keep the log card by student/ supervisor/ researcher
- 3 During application/ booking of equipment , fill in the details at the back of log card and signature of supervisor.

**Disclaimer :**

\*\*Approval status will be notified/updated either by email or WhatsApp. Materials Engineering Laboratory has the right to cancel any application should the information provided is false.

