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| **22279525_121636018523357_1957804649027848896_n.jpg**  UTHM/RMC/BPK/2018/07 |



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**PUSAT PENGURUSAN PENYELIDIKAN (RMC)**

UTHM/RMC/BPK/2018/22

UTHM/RMC/BPK/2018/22

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

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| **BORANG DEKLARASI ASET/ INVENTORI/ BAHAN RUJUKAN**  ***ASSET/ INVENTORY/ REFERENCE MATERIALS DECLARATION FORM*** |

**A: MAKLUMAT STAF / KETUA PROJEK / *STAFF/HEAD OF PROJECT DETAILS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nama  *Name* | : |  |  |  |  |
| Fakulti  *Faculty* | : |  | No. Pekerja  *Staff ID* | : |  |
| Tempoh Penyelidikan  *Research Period* | : |  | Jenis Geran /  No. Vot Projek  *Type of Grant /*  *Project Vot No.* | : | / |
| No. Tel Bimbit  *Mobile No.* | : |  | No. Tel Fakulti  *Faculty No.* | : |  |

**B: PENGESAHAN STAF/KETUA PROJEK / *STAFF/HEAD OF PROJECT VERIFICATION***

***Sila tandakan (√) di ruang yang berkenaan / Please tick (√) which appropriate***

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| 1. **Pengesahan pembelian aset / inventori / bahan rujukan sepanjang tempoh penyelidikan berjalan:**   *Verification of the purchase of asset / inventory / reference materials during research period:* | | |
|  |  | **Ya** (Sila senaraikan aset / inventori / bahan rujukan pada jadual di **Lampiran**)  *Yes (Please list asset / inventory / reference materials in table at* ***Attachment****)* |

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|  |  | **Tiada**  *No* |  |  |  |

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| **2. Tindakan selanjutnya terhadap aset / inventori / bahan rujukan adalah seperti berikut:**  *Further action to the asset / inventory / reference materials are as follows:* | | |
|  |  | **Dipulangkan Kepada RMC**  *Return to RMC* |

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|  |  | **Pinjam Semula**  *Re-Borrow* | | | | | |
| **Tujuan Pinjaman**  *Purpose* | **:** |  | | | |
| **Tarikh Pinjaman**  *Date* | **:** |  | Hingga  *To* | **:** |  |

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|  |  | **Pindah Milik ke Fakulti Penyelidik/ PTJ Lain**  **(*Sila isi Borang Permohonan Pindah Milik Aset/Inventori (Penyelidikan) - UTHM/RMC/BPK/2018/000*** |
|  |  | *Transfer of Ownership to Researcher's Faculty/Others PTJ (Please fill in the Asset/Inventory Transfer of Ownership Form*  *(Research) – UTHM/RMC/BPK/2018/000* |

**C: PERAKUAN STAF/KETUA PROJEK**

*STAFF/ HEAD OF PROJECT declaration*

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| ***Saya dengan ini mengesahkan bahawa semua maklumat yang dinyatakan adalah benar dan sekiranya maklumat ini didapati palsu, saya boleh dikenakan tindakan tatatertib seperti yang termaktub dalam AKTA 605 AKTA BADAN-BADAN BERKANUN (TATATERTIB & SURCAJ) 2000***  *I hereby certify that all the information stated is true and if this information is found to be false, I may be subject to disciplinary*  *charge as provided in AKTA 605 AKTA BADAN-BADAN BERKANUN (TATATERTIB & SURCAJ )2000* |
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| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Tandatangan dan Cop Pemohon/  *Signature & Official Stamp* | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Tarikh/*  *Date* |

**D: PENGESAHAN BAHAGIAN PENTADBIRAN DAN KEWANGAN RMC**

*RMC administration and finance verification*

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| Permohonan di atas adalah diperakui benar /  *The above application is certified* |  |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tandatangan & Cop Pegawai/  *Signature & Official Stamp* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tarikh/  *Date* |

**E: UNTUK TINDAKAN PEJABAT**

*FOR OFFICE USE*

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| **Kemaskini Rekod SAGA / FAMS**  *Record Update in SAGA / FAMS* |  |
| **Kemaskini RMS**  *Record Update in RMS* |  |

Lain-Lain (Sila Nyatakan)/ *Others (Please Specify)* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Lampiran/ *ATTACHMENT***

| **Bil. *No.*** | **Katogeri Item**  **(Aset / Inventori)  *Item Catogery***  ***(Asset / Inventory)*** | **Nama Aset / Inventori *Name of Asset/ Inventory*** | **No. Barkod *Barcode No.*** | **Lokasi Terkini *Current Location*** | **Status**  **(Baik / Rosak) *Status***  ***(Good/ Damaged)*** | **Pilihan Penyelidik**  **(Pulang / Pinjam Semula / Pindah Milik) *Researcher’s Option***  ***(Return / Re-Borrow/ Transfer of Ownership)*** |
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