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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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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tandatangan dan Cop Pembantu Tadbir/*Signature & Official Stamp* |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tarikh/*Date* |

**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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