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| **SENARAI SEMAK *[CHECK LIST]*** |
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|  |  | Dihantar **2 MINGGU** sebelum pengeluaran pesanan. *[Submit* ***2 weeks*** *before P.O. issuance]* |
|  |  | Sertakan **3 sebutharga**. *[Submit together with* ***3 quotations****]* |
|  |  | Surat kelulusan untuk pembelian alatan di bawah Vot 35 & jurnal/tesis. *[Approval letter to purchase asset under Vot 35 & journal/thesis]* |
|  |  | Borang/surat kelulusan menghadiri persidangan/seminar/bengkel untuk waran/penginapan/yuran pendaftaran (1 sebutharga). |
|  |  | *[Approval form/Letter to attend conference/seminar/workshop for warrant/accommodation/registration fees (1 quotation)]* |
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| **Nama** | **:** |  |  |  | **Staf** *[Staff]* |  | **Pelajar** *[Student]* |
| *[Name]* |  |  |  |  |  |  |
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| **Emel** | **:** |  |  | **Tel. Bimbit** *[Mobile]* | : |  |  |
| *[Email]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bahagian** *[Division]* | **:** |  | **Makmal** *[Lab]* |  | **Pejabat** *[Office]* |  | **Lain-lain** *[Other]* | : |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Kategori Pesanan** | : |  | **P.O. Biru** *[Blue P.O.]* |  | **Pesanan Dalaman** *[QForm]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Order Category]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Jenis Pesanan** |  | : |  | **Bekalan** *[Supply]* |  |  |  |  |  |  |  |  |  | **Perkhidmatan** *[Service]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Type of Order]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Alatan Makmal/Pejabat** *[Lab/Office Equipment]* |  |  |  | **Sewaan** *[Rental]* |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  | **Aset** *[Asset]* |  |  |  |  |  |  |  | **Penyelenggaraan/Pembaikan** [*Maintenance/Repair*] |  |  |  |
|  |  |  |  |  |  |  |  |  | *No. Ruj. Aset:* |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  | **Inventori** *[Inventory]* |  |  |  |  |  |  |  |  | **Lain-lain** *[Others]* \***nyatakan** *[specify]* |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | **Bahan Pakai Habis Makmal/Pejabat/Alatulis/ICT** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | *[Lab/Office Consumables/Stationary/ICT]* |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | **Kelengkapan Perabot** *[Furniture]* |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | **Bahan Makanan & Minuman** *[Food & Beverages]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Maklumat Pesanan** | **:** |  | **JUMLAH [RM]** *[TOTAL]* |
| *[Order Information]* |  |
|  |  |  |  |  |  |  | **R** | **M** |  |  |  |  |  |  |  |  |  | **.** |  |  |
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| **Jika Penyelenggaraan/ Pembaikan\*** *[If Maintenance/Repair\*]* | **Nama Alatan** *[Equipment name]* | **:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Peruntukan digunakan:** |  | Belanja Mengurus **[100.CINOR]** |  |  |  |  |  | Akaun Geran Penyelidikan/Lain-lain |  |  |  |  |  |  |
| *[Budget use]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  | Enterprise INOR **[401.CINOR.550001]** |  |  |  |  |  | Maklumat Geran *[Grant Information]* |
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|  | **Kategori Vot:** |  |  | Enterprise Blue LED **[401.CINOR.681002]** |  |  |  |  | **No. Akaun** *[Account no.]* | **:** |  |  |  |  |  |  |  |  |  |
|  | *[Vot category]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Akaun KPI **[1001.CINOR.AUPS001]** |  |  |  |  |  | **Geran Tamat** *[Expiry]* | **:** |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  | Akaun Siswazah **[308.AINOR.415403]** |  |  |  |  |  | **Kategori Vot** *[Vot category]* | **:** |  |  |  |  |  |  |  |  |  |
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| **Maklumat Pembekal:** | **Nama Pembekal***[Supplier’s Name]* | : |  |
| *[Supplier Information]* |
| **USM Vendor** | **Alamat Pembekal***[Supplier’s Name]* | : |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Ya** *[Yes]* |  | **Tidak** *[No]* |
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| **Tandatangan Pemohon***[Applicant’s Signature]* | **:** |  | **Tandatangan dan Cop****Ketua Projek/Penyelia***[Head of Project/Supervisor**Signature & Stamp]* | **:** |  |
| **Tarikh** *[Date]* | **:** |  |  | / |  |  | / |  |  |  |  |  |  | **Tarikh** *[Date]* | **:** |  |  | / |  |  | / |  |  |  |  |  |  |
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| **UNTUK KEGUNAAN PEJABAT *[OFFICE USE ONLY]*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **KELULUSAN KETUA JABATAN** *[DEAN’S APPROVAL]* | **Tandatangan & Cop Ketua Jabatan***[Head of Department Signature & Stamp]* | **:** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Diperakukan** *[Approve]* |  |  |  |  |  |  |  |  |  |
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|  |  | **Tidak Diperakukan** *[Not Approve]* |  |  |  |  |  |  |
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|  | Catatan *[Remark]*: |  |  |  |  |  |  |  |  |  |  |  |  | **Tarikh** *[Date]* | **:** |  |  | / |  |  | / |  |  |  |  |  |  |
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