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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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| **Bahagian** *[Division]* | | | | | | | **:** | | | | |  | | | **Makmal** *[Lab]* | | | | | | | | |  | **Pejabat** *[Office]* | | | | | | | |  | **Lain-lain** *[Other]* | | | | | | : |  |  | |  |  |  |  |  |  |  |  |  |  |
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| **Kategori Pesanan** | | | | | | | | | | | : | | |  | | | **P.O. Biru** *[Blue P.O.]* | | | | | |  | **Pesanan Dalaman** *[QForm]* | | | | | | | | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
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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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| **Maklumat Pesanan** | | | | | | | | | | | **:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | **JUMLAH [RM]** *[TOTAL]* | | | | | | | | | | | | | | |
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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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|  | **Kategori Vot:** | | | | | | | | | | | | |  | | |  | Enterprise Blue LED **[401.CINOR.681002]** | | | | | | | | | | | | |  |  |  |  | **No. Akaun** *[Account no.]* | | | | | | | | **:** | |  |  |  |  |  |  |  |  |  |
|  | *[Vot category]* | | | | | | | | | | | | |  | | |  |  | | | | | | | | | | | |  |  |  |  |  |  | | | | |  |  | |  | |  |  |  |  |  |  |  |  |  |
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| **Maklumat Pembekal:** | | | | | | | | | | | | | | | | | | **Nama Pembekal**  *[Supplier’s Name]* | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *[Supplier Information]* | | | | | | | | | | | | | | | | | |
| **USM Vendor** | | | | | | | | | | | | | | | | | | **Alamat Pembekal**  *[Supplier’s Name]* | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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]*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **KELULUSAN KETUA JABATAN** *[DEAN’S APPROVAL]* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Tandatangan & Cop Ketua Jabatan**  *[Head of Department Signature & Stamp]* | | | | | | | | | | | **:** |  | | | | | | | | | | | | |
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|  |  | **Diperakukan** *[Approve]* | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  | |  |  |
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|  |  | **Tidak Diperakukan** *[Not Approve]* | | | | | | | | | | | | | | | | | | | |  |  |  |  | |  |  |
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|  | Catatan *[Remark]*: | | | | | | | | | | |  | | | |  | |  |  |  |  |  |  |  |  | |  |  | **Tarikh** *[Date]* | | | | | | | | | | | **:** |  |  | | / |  |  | / |  |  |  |  |  |  |
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