



GERMAN-MALAYSIAN INSTITUTE

Jalan Ilmiah Taman Universiti 43000 Kajang SELANGOR

Registration of Donated Asset Form

Type of Item Category:

<input type="checkbox"/>	Donation	<input type="checkbox"/>	Sponsor	<input type="checkbox"/>	Grant
<input type="checkbox"/>	Gift	<input type="checkbox"/>	Contribution	<input type="checkbox"/>	Other: _____

(A) Contributor's Particulars:

Company/Individual Name:												
Address:												
Phone No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:												

(B) Item Details:

Description:	Chassis/Serial No.:
Make:	Model:
Function:	Capability:
Received Date:	Asset Value: RM

* To Include Picture of the Asset

(C) Recipient's Details:

Unit/Section:

Department:

Person In Charge:

Storage Location:

Usage Purpose:

Prepared By:	Acknowledged By: (HoD/HoS)
Staff Name:	Name:
Unit/Section:	Department:
Department:	Date:
Date:	
Signature:	Signature:

(for office use)

Serial No.:			
Received Date:			
Received By:	Name:		
	Position:		

Registration Date:	Registration/Tag ID:										
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		/			/						
Asset's Value: RM											