



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/127
Version	1/2023
Effective Date	01/02/2023
Equipment	MICRO EDM
Sample Serial No.	

**MICRO/NANO FABRICATION & MACHINING LABORATORY
SAMPLE SUBMISSION FORM**

General Rules and Requirements:

- All information provided should be true
- Booking will be notified/updated by email
- Booking procedure
 - Complete the application form including valid research vote number
 - Submit the completed application form to UIRL Sample Acceptance Counter
 - Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
- Sample Condition & Preparation
 - PPMU has the right to cancel any analysis if the sample is suspected to have high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer.**
 - The remaining samples will be disposed of within a month after analysis is completed.**
- All enquiries regarding **MICRO EDM** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my, or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, m.sulaiman@utm.my, tel: 07-557729) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS

Name of Applicant								
Status of Applicant	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research
Student Matric No.								
Faculty/ Department								
Hand Phone No. & Email								

2. SUPERVISOR DETAILS (for internal applicant and academic institution only)

Name of Supervisor											
Staff ID No.											
Faculty/Department											
Hand Phone No.											
Email											
Mode of Payment	<input type="checkbox"/>	Cash	<input type="checkbox"/>	EFT	<input type="checkbox"/>	Log card	<input type="checkbox"/>	Invoice	<input type="checkbox"/>	Fast Lane	
*Payment using invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)										
	Balance of V29000										
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities										

3. SAMPLE INFORMATION

Sample Thickness						
Area for Sample Can Move (CNC Coding)						
Mounting Sample						
Sample Information						
Solvent, if any						
Time	In		Hour			
	Out		Minute			
Remarks						