

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/43
		Revision No.	1/2023
		Effective Date	01/02/2023
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	
MICROSCOPY & IMAGING LABORATORY			
SAMPLE SUBMISSION FORM			

General Rules and Requirements:

- All information provided should be true
- Booking will be notify/updated by email
- Booking procedure
 - Submit the completed application form to UURL 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 a 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 inquiries regarding **SAMPLE PREPARATION SEM** should be forwarded to the Assistant Engineer (Mr. Ahmad Safuan Borhan, email: a.safuan@utm.my, Mr. Al Azhari Amir Hatib, email: alazhari@utm.my, tel.: 07-561 0268) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS										
Name of Applicant										
Status of Applicant										
			Undergraduates				Master		PhD	
Student Matric No.										
Faculty/Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS										
Name of Supervisor										
Staff ID No.										
Faculty/Department										
Hand Phone No.										
Email										
Mode of Payment										
			Cash				EFT		Log card	
							Invoice		Fast Lane	
*Payment using invoice										
Research Vot No. (e.g.: QJ091600.24C3.01D32)										
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										
Type of samples										
			Biology				Material			
No. of Samples										
Size of Samples										
Material of Samples (Eg: PCB, Non Ferrous metals, Steel etc.)										
Sample Properties										
			Normal				Toxic		Carcinogenic	
Type of equipment to be Used										
			Linear Cutter				Mounting		Polisher & Grinder	
Description / Notes										