



**PUSAT PENGURUSAN MAKMAL  
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/103
Version	1/2023
Effective Date	01/02/2023
Equipment	SPIN COATER
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 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 enquiries regarding **SPIN COATER** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: [nurnazmin@utm.my](mailto:nurnazmin@utm.my)) or Assistant Engineer (Mr Muhammad Sulaiman Muhammad Zain, email: [m.sulaiman@utm.my](mailto:m.sulaiman@utm.my), tel: 07-5557729) or visit our website at [ppmu.utm.my](http://ppmu.utm.my).

**1. APPLICANT'S PERSONAL PARTICULARS**

Name of Applicant								
Status of Applicant	<input type="checkbox"/>	Undergrad	<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 & ANALYSIS INFORMATION**

Total No. of Sample				
Sample Information				
Solvent Used				
Time	In		Hour	
	Out		Minute	
Remarks				