

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/60
		Version	1/2024
		Effective Date	01/03/2024
		Equipment	LASER WRITER
		Sample Serial No.	UURL/
<b>MICRONANO FABRICATION &amp; MACHINING LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM</b>			

**General Rules and Requirements:**

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
  - a. Complete the application form including valid research vote number
  - b. Submit the completed application form to UURL Sample Acceptance Counter
  - c. **Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
4. Sample Condition & Preparation
  - a. Samples preparation need to be done by applicant before submission
  - b. **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.**
  - c. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All enquiries regarding the **LASER WRITER** 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, [m.sulaiman@utm.my](mailto:m.sulaiman@utm.my), tel: 07-557729) or visit our website at [ppmu.utm.my](http://ppmu.utm.my).

1. APPLICANT'S PERSONAL PARTICULARS										
Name of Applicant										
Status of Applicant		Undergraduates		Master		PhD		Research		
Student Matric No.										
Faculty/ Department										
Hand Phone No. & Email										
2. SUPERVISOR DETAILS <i>(for internal applicant and academic institution only)</i>										
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.: 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										
Total No. of Sample										
Name of Sample										
Sample Information										
Solvent										
Time	In				Hour					
	Out				Minute					
Remarks										