| | | Form Num. | UIRL/F/127 |
|---|---|---|---|
| | **PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)** | Version | 1/2024 |
| | | Effective Date | 01/03/2024 |
| | | Equipment | MICRO EDM |
| | | Sample Serial No. | UIRL/ |

### MICRONANO FABRICATION & MACHINING LABORATORY

### SAMPLE SUBMISSION FORM

**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 UIRL 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. **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.**
   b. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All enquiries regarding **MICRO EDM** should be forwarded to the (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 | | Undergraduates | | Master | | PhD | | 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 | | 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

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