

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/43
		Revision No.	1/2024
		Effective Date	01/03/2024
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	UURL/
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	<input type="checkbox"/>	Undergraduates	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>	Research	<input type="checkbox"/>	
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	<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										
Type of samples	<input type="checkbox"/>	Biology	<input type="checkbox"/>	Material						
No. of Samples										
Size of Samples										
Material of Samples (Eg: PCB, Non Ferrous metals, Steel etc.)										
Sample Properties	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic				
Type of equipment to be Used	<input type="checkbox"/>	Linear Cutter	<input type="checkbox"/>	Mounting	<input type="checkbox"/>	Polisher & Grinder	<input type="checkbox"/>	Sputter Coater	<input type="checkbox"/>	
Description / Notes										