


| | | | |
|--|---|-------------------|-------------|
|  UTM UNIVERSITI TEKNOLOGI MALAYSIA | PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU) | Form Num. | UURL/F/103 |
| | | Version | 1/2024 |
| | | Effective Date | 01/03/2024 |
| | | Equipment | SPIN COATER |
| | | Sample Serial No. | UURL/ |
| 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 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. **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.**
 - b. **The remaining samples will be disposed of within a month after analysis is completed.**
5. All enquiries regarding **SPIN COATER** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: nurnazmin@utm.my) or Assistant Engineer (Mr Muhammad Sulaiman Muhammad Zain, email: m.sulaiman@utm.my, tel: 07-5557729) or visit our website at 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 <i>(for internal applicant and academic institution only)</i> | | | | | | | | | | | |
| 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 | | | | | | | | | | | |