UTM UNIVERSITI TEKNOLOGI MALAYSIA	**PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)**	**Form Num.**	**UIRL/F/21**
		Revision No.	**1/2024**
		Effective Date	**01/03/2024**
		Equipment	**UV-VIS-NIR**
		Sample Serial No.	**UIRL/**

MOLECULAR SPECTROSCOPY LABORATORY
SAMPLE SUBMISSION FORM

General Rules and Requirements:

1. All information provided should be true
2. Booking will be notified/updated by email or phone
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 a high risk to 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 the analysis is completed.**
5. All inquiries regarding **UV-VIS-NIR** should be forwarded to the Science Officer Mrs. Nor Syafawani Sarah binti Md Saad (Tel: 07-5610235, email: syafawani@utm.my) or Assistant Engineer Ms. Athirah Hanis Maulat Dzulkapli (email: athirah@utm.my, tel: 07-5557735) or visit our website at ppmu.utm.my.

1. APPLICANT'S PERSONAL PARTICULARS									
Name of Applicant									
Status of Applicant		**Undergraduates**		**Master**		**PhD**		**Researcher**	
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**		**Logcard**		**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 1	**Sample 2**	**Sample 3**
Name of Sample			
Range of Wavelength (nm)			
Expected Wavelength (nm)			
Mode of Analysis	☐ Absorbance ☐ Transmittance ☐ Reflectance		
Types of Samples	☐ Powder ☐ Liquid ☐ Film ☐ Solid		