BORROWER'S SLIP

STUDENT FORM

Molecular and Cell Biology Laboratory
in collaboration with
Prince Naif Health Research Center
MCB

INSTRUCTIONS

1. This form applies to all KSU students who will be borrowing all kinds of labware and glassware items from the Molecular and Cell Biology (MCB) Laboratory for research purposes as stipulated in the MCB Laboratory Policies.
2. The borrower's ID should be attached to the duly filled-out slip. Transfer of borrowed materials to other borrowers is not allowed. The person whose name appears on the form is responsible for any damage/loss and returning all the items.
3. No items, tools or equipment can be taken out of the laboratory premises without the proper authorization from the MCB laboratory personnel.

REQUEST FORM NO. *To be filled-up by staff only.*				Date Requested: DD/MM/YYYY
FULL NAME				I.D. Number
◯ PostGrad ◯ Intern ◯ UnderGrad	Department & College			
Mobile	E-mail	Supervisor Name		
CDRC Project No.		KACST Grant No.		◯ Funded ◯ Non-Funded

NO.	ITEM	QUANTITY REQUIRED	QUANTITY ISSUED	QUANTITY RETURNED
	TOTAL NO. OF ITEMS			

I understand and agree that all borrowed items are my responsibility once on loan, and that I am fully responsible for the safe and timely return of all these laboratory items.

Signature over printed Student's Name & Date

APPROVAL AND AUTHORIZATION	
ISSUED BY:	**ASSESSED BY:**
RECEIVED BY:	**NOTED BY:**

BORROWER'S SLIP

STUDENT FORM *(Laboratory's copy)*

Molecular and Cell Biology Laboratory
in collaboration with
Prince Naif Health Research Center
MCB

REQUEST FORM NO. *To be filled-up by staff only.*				Date Requested: DD/MM/YYYY
FULL NAME				
I.D. Number	Department & College			
Mobile	E-mail	◯ PostGrad ◯ Intern ◯ UnderGrad ◯ Others		
Supervisor Name	Mobile	E-mail		
CDRC Project No.		KACST Grant No.		◯ Funded ◯ Non-Funded

ITEM *(Description and Lab Serial Code)*	QUANTITY REQUIRED	QUANTITY ISSUED	QUANTITY RETURNED	DATE RETURNED & REMARKS
TOTAL NO. OF ITEMS				

I understand and agree that all borrowed items are my responsibility once on loan, and that I am fully responsible for the safe and timely return of all these laboratory items.

Signature over printed Student's Name & Date

APPROVAL AND AUTHORIZATION		
ISSUED BY:	**ASSESSED & RECEIVED BY:**	**REMARKS:**
NOTED BY:	**NOTED BY:**	