Request for Refund of Library/IT Caution Deposit for Alumni members

Name of student in full : _____ Payee's Name : _____

Batch / Intake : _____ Student IC No : _____

The following Department's staff must verify and sign :

1. Library **Caution Deposit – RM 400.00**

(i) Fines outstanding ☐ Yes, _____ ☐ No
(specify amount)

(ii) Loss of books ☐ Yes, _____ ☐ No
(specify title/cost of book : _____)

(iii) Collect Student ID ☐ Yes ☐ No

(iv) Disable Virtua Patron Record ☐ Yes ☐ No

Library staff signature : _____ Date : _____

2. IT

ID Assigned:	Date created:	Remarks:
Email address assigned:		
Assigned by:	Date Terminated:	Approved By:
(1)	(2)	

Checklist
Check identification: □
Net mail acct: □
'I' Drive (Pharmacy) □

User notified: □

Folders
Home Dir: □

(ICT Manager, ICT Centre)

3. Finance Dept

☐ Yes, to refund. Amount to refund : RM _____ ☐ No refund _____
(state reason)

(Finance Dept must provide a copy of official receipt of deposits paid)

Note : i) Refunds must be made within two weeks after this form is completed and passed to finance
ii) Each department must not take more than 2 days to pass on the form to the next department.