



**PUSAT PENGURUSAN MAKMAL
UNIVERSITI (PPMU)**

Form Num.	UURL/F/115
Version	1/2021
Effective Date	01/05/2021
Equipment	OVEN
Sample Serial No.	UURL/

**SAMPLE PREPARATION LABORATORY
SAMPLE SUBMISSION FORM**

General Rules and Requirement:

1. All information provided should be true.
2. Booking will be notified/updated by email.
3. Booking procedure
 - a. Complete the application form including a valid research vote number.
 - b. Submit the complete application form to UURL Sample Acceptance Counter.
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.**
5. All enquiries regarding the instrument should be forwarded to the Science Officer (Mrs. Norzubaidha Ismail / Ms. Nor'Ain Abd Rahman) 07-5557729

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 (for internal applicant and academic institution only)										
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		
Payment using Invoice	Research Vot No. (e.g.: Q.J091600.24C3.01D32)									
	Balance of V29000									
Signature & Official Stamp										
3. SAMPLE & ANALYSIS INFORMATION										
No. of Sample										
Name of Sample										
Sample Properties	<input type="checkbox"/> Toxic			<input type="checkbox"/> Carcinogenic			<input type="checkbox"/> Normal			
Oven Setting	Time	min	Temperature	°C	Day	days				
	Time	min	Temperature	°C	Day	days				