



(for internal users)

Reception number...../.....
Date...../...../.....
Time.....
Authorities.....

Agreement form for the University's equipment self-service

The Center for Scientific and Technological Equipment (CSTE), Suranaree University of Technology

Please read the instruction carefully before completing the form.

This request is made by (Mr. Miss, Mrs, Ms) First name Last Name.....student/staff ID.....
Institute/School.....contact number.....

- 1) Name of the equipment requested.....
- 2) Purpose of the usage.....
- 3) Title of the research project the equipment is to be used in.....
- 4) The research budget source.....
- 5) The equipment's requested period, from (date/month/year)..... to (date/month/year)
 The equipment is to be used as a part of
 Teaching, course code..... course name.....
 Student project, student's year.....
 Thesis.....
 Research.....
 Other, please specify.....
- 6) The expected number of time the instrument is to be used.....
- 7) Name and contact address of the contact person (i.e. thesis advisor, course instructor, principle investigator).....
 contact number.....fax.....
- 8) The request is for...
 myself
 for (Mr. Miss, Mrs, Ms)..... who is (the person's status/your relationship with the person).....In the latter case, the requester is in charge of making sure the user strictly follows the CSTE's regulations.
- 9) The user has attended the training by the CSTE's authorized staff to use the requested equipment on (date/month/year).....
 If the equipment is damaged due to the user's carelessness and inappropriate use, the user will be responsible for the cost occurred.
- 10) The equipment service charge is paid by (name).....

By filling this form, I confirm that I understand and agree to strictly follow the equipment self-service regulations.

.....
(.....)
Requester
(...../...../.....)

.....
(.....)
(course instructor/project advisor/ PI)
(...../...../.....)

Head of the school/institute declaration.

I hereby declare that the information given above is correct and true to the best of my knowledge and belief.

..... Head of the school/institute
(...../...../.....)