

Form No :	F-LIB07-01
Form title :	Lost Item Form



LOST ITEM FORM

Name : _____

IC No. : _____ School of : _____

Phone No. : _____

Email : _____

Details of Lost Item

Book Title : _____

ISBN/ ISSN : _____ Year/ Edition : _____

Date Reported Lost : _____

I hereby declare the book that I have borrowed is lost from my possession and agreed to replace and pay the total cost of the lost book.

Signature : _____ Date : _____

To be filled by Library Department

Details of replacement item

Book Title : _____

ISBN : _____ Year/ Edition (if any) : _____

Total Cost of replacement item

Book Price : _____

Processing Fee : RM 20.00

Total : _____

Remarks:

Receipt No. (from Bursary) : _____

Signature : _____

Date : _____