



**INTERNATIONAL MEDICAL
UNIVERSITY
MALAYSIA**

Form C: Request Form for Loans

To: ECA Coordinator and SRC Treasurer

Name of Club/ Society:

Event / Purpose:

Venue: Date of event:.....

Contact Person: ID No:

Position Held:

Contact Number: E-Mail:

Amount of Loan:

Reason for Request:

1.
2.
3.
4.

Expected date of return:

Signature:

Event approved by SSD:

Request for funds approved by SSD / SRC:

Comments:

Terms and Conditions

- All application must be submitted along with approved proposal and budget proposal 2weeks before event
- Deadline for loan return is 2 weeks after the event. In the even that there is a failure to do so, person in charge must to inform the SRC Treasurer
- All application for T-shirt loans need to be accompanied by a booking list consisting 50% or more of the total orders to be made for printing