

Request Form For Outsiders

Department of Zoology, Faculty of Science, Kasetsart University

Research room number: 103 107 114 116 211 304/1 306 308 313 315 317

(For staff)

400 449 502/2 504 Other (Details _____)

(For staff)

I, (FIRSTNAME) _____ (LASTNAME) _____

Contact Phone Number _____ E-mail _____

request to use _____

for (Details _____)

From ____/____/____ Time ____-____ To ____/____/____ Time ____-____

With borrowed key and/or keycard From ____/____/____ To ____/____/____

*****Please provide information*****

I have attached a copy of the acceptance letter for cooperation of Department of Zoology or relevant.

(1) I undersigned with the acknowledge the central research rooms' rules, Security policy of Department of Zoology and instructions of tools from the laboratory officers. I will responsible for any damages of my requested tools as the discretion of the Department of Zoology.

(Please write in capital letters as above) _____

(_____)
_____/_____/_____ Signature

(2) Head of Research, central laboratory room and international affair committee / Head Department (Substitution)

Approved Other _____

(_____)
_____/_____/_____ Signature

Remarks:

1. Please complete the requested form at least five working days
2. Receive keycards / keys every Tuesday and Thursday from 9:00 to 12:00 am. and 13:00 to 16:00 hrs. Please deposit the keycard of 200 baht TOTAL.
3. Applicant must strictly follow the rules.
4. Please be on time as specified request.
5. Deposit samples / chemicals / materials at central laboratory room, please write the owner's name clearly.
6. Applicant must be own responsible their private samples / chemicals and materials. In case of lost, stolen or fall into other ownership, Department of Zoology reserves the right not to be responsible for any cases.