

Scientific Instrument Service Request Form

Scientific Equipment and Research Division Kasetsart University Research and Development Institute

To Head of Scientific Equipment and Research Divis	ion
NameFar	nily Name
Status □KU Staffs (□Lecturer/Assist./Assoc./Prof.; □	Student: Undergraduate/Post-graduate/Ph.D.; 🗖 Researcher)
Others	
Address/Organization	Faculty
Department/Division	E-mail
Requested Instrument(s)	
☐ Laboratory	
Purpose of use $\ \square$ Thesis $\ \square$ Special problem $\ \square$	Research Others
Subject/Title	
Application of your work $\ \square$ Academic $\ \square$ Public-orient	ed 🗖 Policy 🗖 Commercial 🗖 Others
Subject/Title	
Number of user (s)From (Date)	
☐ Official work hours	From (Date) To (Date)
☐ Out of official work hours (16.30 – 20.00 pm)	From (Date) To (Date)
Instrument handling: by (name)	
Method of Payment	
☐ Cash ☐ Money transfer: payable to Savings	Account Name "Scientific Equipment and Research Division"
Bank Name: TMBThanachart Bank	(TTB) Account No. 069-2-51193-4 Kasetsart Univ. Branch
Payment Receipt: (Please indicate the details shown in	the receipt)
Name:	
Address:	
lacksquare I agree with terms and conditions and I am willing	ng to pay the service charges for use of instruments and facilities to
	aration endorsed in February 26, 2020 and also the overtime wage
for officers. I will be responsible for any damages occurring b	y me or who I assigned to work in all cases.
For KU staffs/ students	
☐ Approved of this request by Thesis advisor/ Head of	Signature Department/
Head of project	()
Signature	///
(
For Official Use Only Head of SERD D	D
■ Assign to	ivision Payment
7,6615,7253	
Cignatura	
Signature Signature	Signature

Service Request Procedure

- 1) Contact the operator and request to use the instrument(s) or facilities then arrange an appointment.
- 2) Complete the Scientific Instrument Service Request form (SERD.1) and send to Administrative and General Service unit (2nd floor, Room 201).
- 3) Please make a payment after finishing operation at 2nd floor, Room 201.

Notes:

- 1) **Discount:** 10% off regular service fee for all KU students and staffs
- 2) A fraction of one hour is charged at an hour
- 3) Research officers have a right to refuse to provide any service on any harmful samples

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Day/Month/Year Volumes/No. Amou	\/a a./\\a	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Figure in Loffing	T:	Data for cost-benefit analysis		
	Amount (THB)	nt (THB) Financial Officer	Time	Person(s)	Day(s)	Hour(s)	