



FORMULIR PEMINJAMAN PERANGKAT ITD

ITD-01/FRM-05/REV-00

No. Ticket
Ticket Number

 -

Hanya karyawan UPH yang diijinkan untuk meminjam, mahasiswa yang akan meminjam harus melalui Staf terkait.
This services only for employee, students covered by their related staff.

NIK
Employee Number

Nama Lengkap
Full Name (Max 20 Char)

Layanan
Services

 Computer Peripheral
Meliputi : PC, Notebook, Keyboard, Mouse, Scanner, Microphone, Pointer, WebCam, UPS, WiFi USB, Flash Disk, etc **Display Peripheral**
Meliputi : Monitor, Projector, Printer/Fax, Speaker, Screen, etc **Perangkat Lunak**
Software (Disk/FD) **Telephone Controller**
Telephone Controller **Computer Converter**
Computer Converter

Karyawan
Employee

 Dosen
Lecturer **Staf**
Staff **YPPH**
YPPH

Fakultas/Unit
Faculty/Unit

No. Handphone
Phone Number (if required)

 Ext.

Email
Email

Tanggal Pinjam
(DD, MM)

Maks Tanggal Kembali *)
(Max Return 5 days - DD, MM, YYYY)

Tujuan Peminjaman
Purposes

Catatan Remarks *)

Merk : _____
Type : _____
Serial Number : _____

*) Diisi oleh Staf Service Desk / Filled by Service Desk Staff

Syarat dan Ketentuan Peminjaman Term and Condition

- Peminjam bertanggung jawab atas piranti lunak dan lisence yang dipinjamkan, tidak boleh dibagikan atau dipublikasikan, dan harus dikembalikan tanpa cacat tepat waktu.
User responsible for the borrowed software CD and it's Lisence, cannot be distributed/published, and must be returned without defected on the agreed date.
- User tidak boleh menambah, mengurangi, dan memodifikasi komponen perangkat keras UPH, dan wajib menjaga kebersihan, dan merawat kondisi fisik perangkat
User is restricted to add, remove, and modify any hardware owned by UPH, and responsible for hardware cleanness, and routine maintenance of the
- Di dalam menggunakan perangkat IT UPH, pengguna wajib tunduk pada hukum kekayaan intelektual dan lisensi yang berlaku
When using IT UPH equipments, user is to comply with the law of the intelectual's wealth and valid licensing
- Pelanggaran terhadap kebijakan ini dapat mengakibatkan ditariknnya seluruh fasilitas dan service IT UPH pada pemakaian dan akan/atau dikenakan sanksi sesuai aturan UPH
The violation of this policy can cause deactivation of all IT UPH facilities and services for the user and can be penalized in accord to UPH regulations

Diajukan oleh,
Requested by,

Diketahui oleh,
Acknowledged by,

Diterima oleh,
Received by,

Dikembalikan oleh,
Returned by,

(Name & Date)

(Dean/Director Name & Date)

(Service Desk Name & Date)

(Name & Date)