

FACULTY OF MEDICINE, UNIVERSITY OF KELANIYA
APPLICATION FOR LOAN OF MUSEUM SPECIMENS AND POSTERS

SECTION 1. APPLICATION

Institution making request:

Kelaniya University staff member (if any) Name:

Designation, Dept & Faculty.....

Period of loan: From to Total days:

(dd/mm/yyyy) (dd/mm/yyyy)

.....

.....

Signature of applicant

Date

SECTION 2. AUTHORIZATION

Permission granted for loan of museum specimens and posters Yes / No

Permission granted for 50% reduction in charges Yes / No

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.....

Dean, Faculty of Medicine

Date

SECTION 3. CHARGES

(to be completed by relevant Departments)

Department	Number of specimens / posters	Rate per specimen / poster *	Total charges	Signature of Head of Dept
Anatomy				
Forensic Medicine				
Pathology				
Parasitology				
Posters				
Refundable deposit			Rs 5,000.00	
Total charges				

*Rs 500 or Rs 250 per day per specimen; Rs 50 or Rs 25 per day per poster

This completed form should be submitted to Bursar's Office with pay-in slip

Bursars Office should retain a photocopy of this page and return original to applicant

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SECTION 4. RECEIPT OF PAYMENT

(to be completed by Shroff and returned to applicant)

Received a sum of Rs as charges for loan of museum specimens and / or posters from the Faculty of Medicine, University of Kelaniya.

Receipt no:

.....
Shroff, Faculty of Medicine

.....
Date

SECTION 5. RELEASE AND RETURN OF SPECIMENS AND /OR POSTERS

(To be completed by Dept staff and returned to applicant)

Department	Number of specimens / posters	Released from Dept (signature of TO & date)	Returned to Dept (signature of TO & date)	Condition of returned specimens / posters
Anatomy				
Forensic Medicine				
Pathology				
Parasitology				
Posters				

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SECTION 6. RELEASE OF REFUNDABLE DEPOSIT

(to be completed by Heads of Dept and returned to Bursar's office with payment voucher)

Specimens / posters are returned in good condition Yes / No
Agree to release of refundable deposit Yes / No
Deduct Rs from refundable deposit in view of damages

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Head / Dept of Anatomy **Date**

Specimens / posters are returned in good condition Yes / No
Agree to release of refundable deposit Yes / No
Deduct Rs from refundable deposit in view of damages

.....
Head / Dept of Forensic Medicine **Date**

Specimens / posters are returned in good condition Yes / No
Agree to release of refundable deposit Yes / No
Deduct Rs from refundable deposit in view of damages

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Head / Dept of Pathology **Date**

Specimens / posters are returned in good condition Yes / No
Agree to release of refundable deposit Yes / No
Deduct Rs from refundable deposit in view of damages

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Head / Dept of Parasitology **Date**

Completed page to be returned to Bursar's Office with original receipt of payment