

	SERVICE REQUEST FORM [SRF] FOR ANGKASA LIBRARY MANAGEMENT SYSTEM Sains Call Centre(24 x 7) Tel: 1-300-88-7246, Fax: 082-442522, Email: callcentre@sains.com.my , Online: http://Callcentre.sains.com.my	Document No: FRM-CM-SB-23
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		Effective Date : 1 MAY 2021

REQUEST DETAILS			
Module Name :		Ref No /Docket No :	
Brief Description of Request :			
Reasons / Justifications :			
REQUESTER		AUTHORIZATION	
Requested by :		Authorized by :	
Signature :		Signature/Stamp :	
Date Requested :		Date Authorized :	

** For changes to data, authorization must come from Chief Librarian, CEO of the Library or designated authority (such as Assistant Librarian)

To be completed by SAINS Personnel

☐ New Functionality
 ☐ Maintenance & Fine-tuning
 ☐ Content Update

ATTENDED BY		ACCEPTED BY (if applicable)	
Name :		Name :	
Date Assigned :		Date Accepted :	
Date Completed :		Signature :	