



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-MR-19

Revision No : 0

Effective Date : 1 June 2022

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 <i>(if applicable)</i>	
Name :		Name :	
Date Assigned :		Date Accepted :	
Date Completed :		Signature :	