

|   |  |                           |                      |
|---|--|---------------------------|----------------------|
|  | <b>TECHNICAL UNIVERSITY OF MOMBASA</b> |                           |                      |
|   | Document: Form                         | Ref No.: TUM/Form/SSD/005 |                      |
|   | Title: CLEARANCE                       |                           |                      |
|   | Department: STUDENT SERVICES           |                           |                      |
|   | Issue No. 2                            | Revision No. 0            | Date: 5th April 2018 |

Section A, B, C and D **MUST** be cleared before the Dean of Students signs part E.

Filled in **Triplicate** for boarders or **Duplicate** for Non boarders.

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Department: \_\_\_\_\_ Course: \_\_\_\_\_

Class: \_\_\_\_\_ Block: \_\_\_\_\_ Room: \_\_\_\_\_

Sponsor's Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section A – Catering (Boarders Only)**

ITEM NO ISSUED    CONDITION    SIGN.    NOT RETURNED    CONDITION    SIGN.

| S/N | Item  | No. Issued | No. Returned | Condition | Sign |
|-----|-------|------------|--------------|-----------|------|
| 1.  | Fork  |            |              |           |      |
| 2.  | Knife |            |              |           |      |
| 3.  | Glass |            |              |           |      |
| 4.  | Spoon |            |              |           |      |

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cleared  Not Cleared  Senior Cateress Sign. \_\_\_\_\_ Date: \_\_\_\_\_

Note: Students **MUST** always retain a copy.

**Section B – Accommodation (Boarders Only)**



| S/N | Description     | No. Issued | Condition | Sign | No. Returned | Not Returned | Condition |
|-----|-----------------|------------|-----------|------|--------------|--------------|-----------|
| 1.  | Bed             |            |           |      |              |              |           |
| 2.  | Mattress        |            |           |      |              |              |           |
| 3.  | Dustbin         |            |           |      |              |              |           |
| 4.  | Chair           |            |           |      |              |              |           |
| 5.  | Table           |            |           |      |              |              |           |
| 6.  | Bulb/Tube light |            |           |      |              |              |           |
| 7.  | Switch          |            |           |      |              |              |           |
| 8.  | Plug            |            |           |      |              |              |           |
| 9.  | Key/Key Holder  |            |           |      |              |              |           |
| 10. | Lock/Cupboard   |            |           |      |              |              |           |
| 11. | Curtain/Brooms  |            |           |      |              |              |           |

Cleared  Not Cleared  Accommodation Manager Sign. \_\_\_\_\_  
 Date: \_\_\_\_\_ Student's Sign. \_\_\_\_\_ Date: \_\_\_\_\_

**Section C – (TUMSO)**

Item borrowed \_\_\_\_\_ Cleared/Not Cleared \_\_\_\_\_  
 TUMSO Sign. \_\_\_\_\_ Sign. \_\_\_\_\_

**Section D – SPORTS**

**ITEM LOST**

| S/N | Description | Unit Cost | Total | Condition | Sign |
|-----|-------------|-----------|-------|-----------|------|
| 1.  |             |           |       |           |      |
| 2.  |             |           |       |           |      |
| 3.  |             |           |       |           |      |
| 4.  |             |           |       |           |      |
| 5.  |             |           |       |           |      |
| 6.  |             |           |       |           |      |
| 7.  |             |           |       |           |      |
| 8.  |             |           |       |           |      |

Cleared  Not Cleared  Student Signature \_\_\_\_\_  
 Sports Officer's Name & Sign. \_\_\_\_\_ Date \_\_\_\_\_

**Section E – Dean of Student**

Dean of Students' Signature: \_\_\_\_\_ Date \_\_\_\_\_

