



OUTSPAN MEDICAL COLLEGE

GOWN COLLECTION AND RETURN FORM

OMC/FM/PRC/31

(To be completed in duplicate; Attach a copy of your National ID)

HIRING OF GRADUATION GOWNS FOR THE 12TH GRADUATION CEREMONY

A. PERSONAL DETAILS

Student Full Name (as per National I.D.)

Admission number..... I.D. Number.....

Department.....

Phone number..... Email:

Guardian's phone number.....

Physical address.....

B. COLLECTION OF THE GOWN

I have collected the following items after payment of the required amount of graduation fee;

Tick (✓)

Gown ☐

Sash ☐

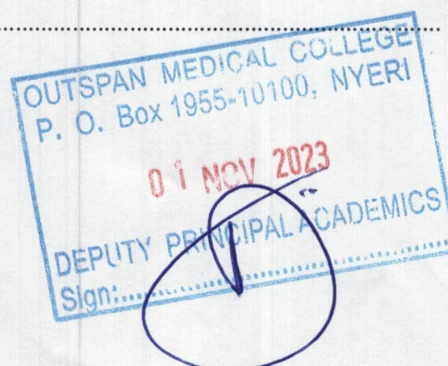
I understand graduation items should be returned not later than **1st December, 2023** failure to which a fee of **KSh. 700 per day**, after this date, will be imposed.

I understand that the gown and sash that I have collected **MUST** be returned in the same condition in which they were issued.

Serial No. (Gown)..... Date collected

Issued by (Name & Signature)

Collected by: (Name & Signature)



C. CONFIRMATION OF RETURNED GRADUATION ITEMS

I certify that the items borrowed by the graduand have been returned in the same condition in which they were issued.

Tick (V)

Gown ☐

Sash ☐

Receiving officer (Name & Signature)

Date:.....

Any additional comment

In the event the graduation items are returned late or/and damaged, fill this section:

I have paid KSh..... For: Late Return ☐ Damages ☐

Receipt No.

Serial No. (Gown)..... Date of return.....

NB:

- a) *One copy of this form will be kept in the graduation file while the graduand retains a copy, which should be produced when returning the gown*
- b) *Graduands will be charged for any damage or loss of any item issued*
- c) *Graduands must collect their gowns and sash in person*

