



Computer/ IT Equipment Maintenance

Department /Block:..... Date:.....

User Name:..... Designation:.....

Purpose:

Item 1. 2.....

Item 3. 4.

Item Specification:.....

Signature of User/Authority

(Approved by Signature)

For Office / Department Use Only

Issuing Date:Issued from:

Item Description: BrandModel:

Specification:

Quantity:

(Signature of Issuing Authority)

Received By:

Remarks if any:.....

(Receiver's Signature)