

ICT CONTROLLED ITEMS CLEARANCE FORM**STAFF DETAILS**

NAME: _____

DESIGNATION : _____

KULLIYAH / DIVISION / CENTRE/OFFICE/INSTITUTE:

STAFF ID : _____

MOBILE PHONE : _____

ICT Controlled Items:

Printer, Scanner, Personal Computer, Software, Switches, Telephone (Refer to Policy on Procurement of ICT Resources for details)

EQUIPMENT PROVIDED BY IIUM

No.	Equipment	Model	Serial No.	ITD Tag No.	Provided By e.g. ITD, Kulliyah	Remarks

- Please use separate attachment (if necessary)
- ITD may collect the returned equipment (if necessary)

ICT EQUIPMENT/SOFTWARE PURCHASED THROUGH RESEARCH GRANT (IF ANY)

No.	ICT Equipment/Software	Model/Version	Key/Serial No.	Research Grant	Remarks

- Please use separate attachment (if necessary)

EQUIPMENT PURCHASED THROUGH COMPUTER ALLOWANCE (IF ANY)

No.	Equipment	Model	Serial No.	Date Reimbursed	Remarks

- If the equipment is purchased less than 1 year from the reimbursement date, it has to be returned to ITD or the staff can opt to pay for the equipment at a discounted price. Please contact ITD for details.

STAFF UNDERTAKINGS

– I have returned the listed equipment (except for the equipment purchased through computer allowance) to the respective K/C/D/I/O.

User Signature : _____

Received by : _____

(_____)
Date: _____(Asset Liaison Officer at K/C/D/I/O)
Date : _____

Remarks (if any) : _____

For ITD USE ONLY

DATE RECEIVED: _____

REMARKS (IF ANY) : _____

COMPUTER ALLOWANCE MATTERS (IF ANY): _____

PERSON IN CHARGE (SIGNATURE &
STAMP) : _____