



Version: 01
Revision: 02
Effective Date :
November 2022

CLEARANCE FORM ICT CONTROLLED ITEM

[To be attached with MSD Clearance Form]

STAFF DETAILS

Full Name :		Designation :	
K/C/D/I/O :		Staff No. :	
		Mobile Phone No. :	

ICT Controlled Items: 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 : (ITD, Kulliyah)	STATUS		Remarks
						Working	Malfunction	

- Use separate attachment (if necessary)
- Left at user location /Relocate to new place

STAFF UNDERTAKINGS:

- I have returned the listed equipment (except for the equipment purchased through computer allowance) to the respective K/C/D/I/O.
- I understand that my IIUM email and storage will be deleted after one month of my end of service.

Staff Signature :	Received By :
----- (SIGNATURE & STAMP)	----- (SIGNATURE & STAMP)
Date :	(Asset Liaison Officer at K/C/D/I/O/M) Date : Remarks (if any) :

FOR ITD USE ONLY

Date Received :
Remarks (If Any) :
Person in Charge : (SIGNATURE & STAMP)

CONTACT US

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