



BACKUP FILES RECEIVED CONFIRMATION FORM

I, the undersigned hear by declare that all the backup files from my previous desktop has been stored successfully to newly issued desktop and working properly and I request the I.T Dept to un assign the previous desktop from my name as I am in no need of this desktop.

USER DETAILS

Name		Job Title	
Badge No		Department	
Ext No:		Room No.	
Pager No.		Location	
Signature		Date	

Desktop Details

Previous Desktop Details

Name & Model		User ID	
Serial Number		MIS Number	

New Desktop Details

Name & Model		User ID	
Serial Number		MIS Number	

ISSUED & INSTALLED BY (ITS USE ONLY)

Name		Badge No	
Signature		Date	