



LAPTOP RECEIVED CONFIRMATION FORM

LAPTOP NAME & MODEL	SERIAL NO	ITS SERIAL NO

I, the undersigned hear by declare that all the above item have been received in working order and will be used according to the college policies.

If Temporary, This laptop from _____ till _____

RECEIVED BY			
Name		Job Title	
Badge No		Department	
Ph Ext -		Room No.	
Pager No.		Location	
Signature		Date	

ISSUED & INSTALLED BY (ITS USE ONLY)			
Name		Badge No	
Signature		Date	

RETURNED BY			
Returnee Name		Badge No	
Signature		Date	
Receivers Name (Helpdesk)		Signature	