

Date:/...../.....

Request for Laptop Issuance

Requestee Name: Designation:

Employee ID: Department/Section:

Period of issuance: From:/...../..... to/...../.....

★ Justification for the laptop requirement:

Signature of the requester with date

★ Comments of the Head of the Department/Section:

Signature of the Head of the Department/Section with date

★ Comments of the Head, Computer Center:

Signature of the Head, Computer Center with date