

# Faculty of Nursing and Public Health

## INFORMATION TECHNOLOGY UNIT

### Laptop Issue FORM

**Fill out completely. Print TWO copies, one for faculty IT Unit, one for you.**

Full Name:  Designation:

Mobile No:  Department:

Laptop:  Laptop Brand:

Operating System:  Service Tag No:

Purpose:

**USER STATEMENT:** I own this computer. I use this Laptop for work related to my employment by FNPH documents, images and data.

I have given the Faculty IT Unit these separate parts, and they have been labeled.

Laptop:  Keyboard:  Mouse:  Charger:  Laptop Bag:

(List other parts in description above)

I have received the above listed parts from faculty IT Unit.

Date:  Time:  User's Signature:

Issued By: Name:

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**For Use of IT Official (Suggestions):**