



REQUISITION AND ISSUE VOUCHER

Usage of ICT Equipment

Doc No:	
Dated:	

Department:				
Sr. #	Name of Article / Specification	Qty	UOM	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:				

- **Laptops may be retrieved from any user or department whenever deemed necessary by the university.**
- **ICT team does not provide support to any operating system other than Linux. If you want to get full support from ICT department then please use Linux as primary Operating System.**

REQUISITION

Requested by: _____ **Date:** _____

Approved By (HOD): _____ **Date:** _____

ISSUANCE

Approved By: _____ **Date:** _____

RETURN

Received by: _____ **Date:** _____