



KAIMOSI FRIENDS UNIVERSITY

P.O BOX 385-50309 KAIMOSI

DIRECTORATE OF ICT

ASSET CHECK OUT AND CHECK IN FORM

NAME: PF. No:

DEPARTMENT:

Tick appropriate:

ALLOCATION

MOVEMENT

SERIAL No.

ASSET TAG No.

P.C

.....

MONITOR

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PRINTER

.....

UPS

.....

OTHERS

.....

LAPTOP

.....

Reason:

.....
.....

User:

Sign:

Date:

Approved by;

In Charge ICT:

Sign

Date/Stamp:

Issued by:

Sign:

Date: