



KAIMOSI FRIENDS UNIVERSITY

Directorate, Information & Communication Technology Services

DICTS Asset Allocation/Transfer Form

NAME: PF. NO:

School/Directorate/Division..... Department:

Tick Appropriately

Allocation..... ☐

Transfer.... ☐

	Serial No.	Ref. No.
☐ PC		
☐ Laptop		
☐ Tablet		
☐ Printer		
☐ IP Phone		
☐ Smart Board		
☐ Others		

Reason:

.....

User:

Sign:

Date:

(NB – Kindly note that during inter-departmental or inter-institutional clearance staff will be required to provide this form as part of clearance procedure from DICTS)

Issued by:

Name: Sign: Date:

Approved by:

Name: Sign:.....Date/Stamp.....

Version: A

Revision: 01



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified

1

