## 2018-05-16-PHOTO-00000280COMSATS University Islamabad (CUI), Lahore Campus

 **PC/IT Equipment Issuance Request Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Description** | **Qty. Required** |  | **Qty. Issued** |
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Purpose: ­------------------------------------------------------------------------------------------------------------------

Requested By/Name: --------------------- Authorized By/Name: -----------------------------

Designation: --------------------------------------- Designation: -- ----------------------------------------

Department: ---------------------------------------- Department: ---------------------------------------------

Signature /Dated: ------------------------------- Signature / Date: --------------------------------------

***Approved By: Received By:***

Name: **Muhammad Naeem Akhtar\_\_\_\_** *Name:*  -----------------------------------*-----------*

Designation: **Incharge ITS**------------------------Designation: ----------------------------------------

*Signature/ Date: ------------------------------------- Department: ------------*-------------------*-----------*

 *Signature / Date:: -------------------------------------*

Comments by Incharge ITS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For official use only**

***Issued by:*** ***Received Bar Code Tag By:***

*Name: ----------------------------------------------* ***From: -*** ----------------- ***to:----------------------***

Signature / Date:*-----------------------------------* *Name:---------------------------------------------*

 *Designation /Department:------------------------*

 *Signature/ Date: ----------------------------------*

**Note:** Approval required regarding Computer/Network Related items from ITS Section.