



**Department Of Social Development
Application form for ICT Equipment**

1. Personal Details

Surname																Initials			
Persal_No																			
Rank/Designation																			
Directorate																			
Tel_No										Fax_No									
Cellphone No.																			
Physical Address																			
Email_address																			

2. Description of Equipment

2.1. Please tick the required equipment:

PC Notebook Printer Scanner

Other Specify

Separate motivation for a Notebook to be attached

2.2 Replacement/Upgrade Of Existing Equipment

Equipment_Name eg Printer, PC etc																		
Brand Name eg Mecer ;Dell etc																		
Model																		
Serial No																		

NB:Please attach a scrap certificate from SITA for any Upgrade /Replacement

3. Please complete the check list below:

	Yes/No	In progress	Comments		Yes/No	In progress	Comments
Electricity				Power Plugs			
Security				Trained on Computer Literacy?			
Furniture				Internet			
Network point				Systems to be used:			
Email				MIS(specify module)			
Trained on Systems?				BAS			
				PERSAL			

Signature of Applicant (User)
Date

Recommendation by Supervisor

.....
.....
.....

Signature of Supervisor

Date

Recommendation by Head of Directorate/Area/District Manager

.....
.....
.....

Signature

Date

Approval by CIO's office

Approved/ not approved

.....
.....

Signature

Date