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			
		Postal Code	
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

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Signature of Supervisor ……

Date ……

Recommendation by Head of Directorate/Area/District Manager

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……
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Signature ……

Date ……

Approval by CIO's office

Approved/ not approved

……
……

Signature ……

Date ……