



**ICT EQUIPMENT MOVEMENT/TRANSFER FROM**

| DETAILS OF THE ORIGIN |  | DETAILS OF THE DESTINATION |  |
|-----------------------|--|----------------------------|--|
| PROGRAM               |  | PROGRAM                    |  |
| DIRECTORATE           |  | DIRECTORATE                |  |
| SECTION/SUB-SECTION   |  | SECTION/SUB-SECTION        |  |
| LOCATION              |  | LOCATION                   |  |
| OFFICE NUMBER         |  | OFFICE NUMBER              |  |
|                       |  |                            |  |

| ASSET DETAILS |          |           |                   |
|---------------|----------|-----------|-------------------|
| #             | Asset No | Serial No | Asset Description |
| 1             |          |           |                   |
| 2             |          |           |                   |
| 3             |          |           |                   |
| 4             |          |           |                   |
| 5             |          |           |                   |
| 6             |          |           |                   |
| 7             |          |           |                   |
| 8             |          |           |                   |
| 9             |          |           |                   |
| 10            |          |           |                   |
|               |          |           |                   |

| SIGNATORIES                        |            |           |      |
|------------------------------------|------------|-----------|------|
| DESIGNATION                        | FULL NAMES | SIGNATURE | DATE |
| Current Asset User                 |            |           |      |
| Supervisor<br>(Current Asset User) |            |           |      |
| New Asset User                     |            |           |      |
| Supervisor<br>(New Asset User)     |            |           |      |
| Asset Manager                      |            |           |      |