

Directorate of Information Management Services

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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 No	Serial No	Asset Description	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATORIES						
DESIGNTION	FULL NAMES	SIGNATURE	DATE			
Current Asset User						
Supervisor						
(Current Asset User)						
New Asset User						
Supervisor						
(New Asset User)						
Asset Manager						

