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| **Department** | |  | | **Full Address** | |  | | |
| **Responsible Person** | |  | | **Contact Number** | |  | | |
| **Signature** | |  | | **Date** | | 11/07/22 | | |
| **Please confirm that all BIOS passwords and screen lock PINs or passwords have been removed. The University does not receive credit for items which cannot be reused.** | | | | | | | | |
| **Description of item** | | | | | **Qty.** | | **Serial**  **Number** | **PAT**  **Number** | |
| **Type** | **Make** | | **Model** | |
| *e.g. Monitor* | *Philips* | | *S Line 24" 243S7E* | | *1* | | *12345AB* | *C123456* | |
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