|  |  |  |  |
| --- | --- | --- | --- |
| **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* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |