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IT TOOL & AIRTIME ATTRIBUTION FORM

Grain
Glo

SECTION 1: EMPLOYEE INFORMATION

Field	Details
Full Name	PRYDE MUA
Department	SUPPLY CHAIN
Position	WAREHOUSE COORDINATOR
Employee ID	
Date of Assignment	9/26/2025

SECTION 2: IT EQUIPMENT DETAILS

Item Description	Serial Number / Asset Tag	Condition (New/Used)	
Laptop / PC			
Mobile Phone			
Monitor / Screen			
Keyboard / Mouse			
Headset / Headphones			
Others (Specify)			

SECTION 3: AIRTIME ALLOCATION