**Assets Assign Request Form/نموذج طلب تعيين أصول**

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| ***Section A :Applicant Information/معلومات مقدم الطلب:*** |

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| Assigned to/**عُينت لـ:** | Click or tap here to enter text. | | | |
| Job Title/**المسمى الوظيفي:** | Click or tap here to enter text. | | ID No./**الرقم الوظيفي**: | Text |
| E-mail/**البريد**: |  | | | |
| Organization/**المؤسسة**: | Choose an item. | Click to enter text. | Sector/**القطاع**: | Click to enter text. |
| Signature/**التوقيع**: | Click or tap here to enter text. | | | |
| Date of Request/**تاريخ الطلب:** | Click or tap here to enter text. | | | |
| Date/Period/**مدة الاستخدام:** | From/من:…Click or tap here to enter text.  To/إلى…Click or tap here to enter text. | | | |
| Reason/**السبب**: | Click or tap here to enter text. | | | |

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| ***Asset Details/تفاصيل الأصل:*** |

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| Asset Type/نوع الأصل: | Choose an item. | Number of Asset Required/العدد: | Click or tap here to enter text. |

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| ***Section B: Chairperson/Supervisor Approval/موافقة الرئيس المباشر*** |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض: | Click or tap here to enter text. |

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| ***Section C: Deputy/Section Head Approval/موافقة رئيس القسم أو الوكالة*** |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض: | Click or tap here to enter text. |

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| ***Section D: Director Approval/موافقة مدير الإدارة*** |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض: | Click or tap here to enter text. |

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| ***Section E : E-Learning Department Head Confirmation /تأكيد رئيس قسم التعليم الإلكتروني*** |

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| Click or tap here to enter text. | |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| ***Section F:E-Learning Deputy Approval /موافقة وكيل التعليم الإلكتروني*** |

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| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض: | Click or tap here to enter text. |

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| ***Section G: Delivery Information (This Section is Fill by eLearning Deputy) /معلومات الاستلام(خاص بوكالة التعليم الإلكتروني)*** |

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| Confirmation of Total Asset Received/التأكيد: | Click or tap here to enter text. |
| Asset Delivered by/سُلمت إلى : | Click or tap here to enter text. |
| Asset Condition? حالة الأصول وقت التسليم: | Click or tap here to enter text. |

**Attached No: 1**

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| **RC Number** | **Asset Type:** | **No.** |
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