Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Day of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff GPN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer Details**

|  |  |
| --- | --- |
| Model |  |
| Global Tag |  |
| Serial Number |  |

|  |  |
| --- | --- |
| **Items Received** | **Remarks** |
| Desktop/Laptop/MacBook Pro/Tablet |  |
| Power Adaptor & Power Cord |  |
| Carry Case / Backpack |  |
| USB Mouse |  |
| USB-C to RJ45 Converter (Only for Precision 5530 & 5540) |  |
| Targus USB-C DP ALT-Mode (Only for MacBook Pro) |  |
| DA300 USB-C mobile adaptor (Only for Dell 5290 & 7200 Tablet) |  |
| Dell Pentium Pen (Only for Dell 7200 Tablet) |  |
| USB-C or HDMI to VGA Converter |  |
| Plantronics Headset |  |
| Notebook Lock |  |

**Signature of Leaver / Resignee** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OSS Staff** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important notes:

Please ensure that all returned items are cleaned, disinfected and stickers that are not firm-related are removed. Any missing or damaged items will be charged accordingly.

***FOR IT SERVICE ONLY***

|  |  |
| --- | --- |
| **IT Checklists** | **Remarks** |
| DPN Status |  |