

**PREMIER SERVICE MEDICAL INVESTMENTS (PVT) LTD**

# Temporary equipment movement (Hot Swap)

**Date** : 23\02\2018 **Helpdesk Ref: …** **ICT180002368 ………..**

**From**  : ICT Infrastructure

**To** : ICT Development

**Hot Swap Equipment**

|  |  |  |
| --- | --- | --- |
| **Description** | **Serial Number** | **Notes / Comments** |
| HP ProBook 450 G4  16 GB Ram | **5CD7O85R62** |  |

**Faulty Equipment**

|  |  |  |
| --- | --- | --- |
| **Description** | **Serial Number** | **Notes / Comments** |
| Lenovo E560 ThinkPad | **PF0JV81B** | Temporary issue while waiting for reformatting of laptop and fixing memory issues |

Authorized By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved By: George Kundeya\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I………………………………………acknowledge that the equipment I receive is only temporary*

*and will be returned to ICT when my asset has recalled.* Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be filled when returning original asset to site***

Returned By (I.T):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Released By (Site):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB: This form is to be filled in duplicate and a copy is to be retained to IT Department.**