**SAFARICOM ETHIOPIA PLC**

**STAFF DEVICE LIABILITY FORM**

|  |  |  |
| --- | --- | --- |
| **HARDWARE** | Laptop Model | {brand} {model} |
|  | Serial Number | {serialNumber} |
|  | PC Name |  |
|  | Asset TAG | {assetTagNumber} |
|  | Laptop Bag | Yes |
|  | Mouse | Yes |
|  | Adapter | Yes |
|  | Accessories: |  |
| **SOFTWARE** |  |  |
|  | Windows OS - 10/11 | Yes |
|  | Office 365 | Yes |
|  | PDF Viewer | Yes |
|  | Internet Security | Yes |
| **USER** |  |  |
|  | Name: | {fullName} |
|  | ID No: | {companyId} |
|  | Designation: | {department} |
|  | Date: |  |
|  | Signature: |  |

**OFFICIAL USE:**

Back Office IT Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_