

IT ASSET ASSIGNMENT FORM

ASSIGN TO:- YUSUF ISA	DEPARTMENT:- RETAIL SALES
E-MAIL:- yusuf.isa@etisalat.com.ng	STAFF NO.:- 1278
PHONE:- 08099442525	LOCATION/FLOOR:- PLATEAU JOS

ASSET TYPE (Please tick one)

☒ NOTEBOOK
 ☐ DESKTOP
 ☐ PRINTER
 ☐ OTHERS (Headset)



REPLACEMENT ☒
 NEW ALLOCATION ☐

	NEWLY ASSIGNED	PREVIOUSLY ASSIGNED	REMARK
MANUFACTURER	Lenovo	HP	INCIDENT ID: IM103760
MODEL	Think Pad T440p	ELITEBOOK 8440P	
BASE UNIT S/N	PC-02LZ7Q	CZC020516X	
BASE UNIT ASSET TAG	A150104105	EMTS0005721	
BASE UNIT PRODUCT NO.	31P20AWS0DS0G	VQ665EA#ABU	
RAM SIZE	4GB	4GB	
HDD SIZE	500GB - SATA	500GB - SATA	
MONITOR S/N	NA	NA	
MONITOR ASSET TAG	NA	NA	
MONITOR PRODUCT NO.	NA	NA	
POWER PACK	11S45N0261Z1ZS9T4B7E1N	567889HRJS4ZYV	
COMPUTER NAME	LT1287-02	KNDT0211	
OTHER ITEMS			

Terms of Assignment:

1. I received the system documented above in good condition; I confirm all the asset details stated above as accurate.
2. I agree that this system and the information / data contained in it belong to EMTS LTD and I will return it intact on demand or if I am leaving the employment of the company.
3. I will take good care of the system and use it for official work only. I will not allow an unauthorized person to use the system. (Un-authorised person means anybody not a staff or partner of EMTS LTD)
4. I shall not install unauthorised software in this system (Un-authorised software means any software not in the list approved by EMTS IT Department – please ask to see the list)
5. I shall refer all servicing or upgrade of this system to EMTS IT Department

Signature & Date

YUSUF ISA  10/3/15	ABDULRASHEED SHITTU  10/3/15
For Assigned	For ETISALAT IT