



# Public Services Company

## Information Technology Department

### CONSUMPTIVE CUSTODY FORM

*Please fill all contents in CAPITAL letters before taking printout*

User Name	Mohsen Ghazi
Dept.	Administration
Title	
Extension	8246

#### CONSUMPTIVE ITEMS

#### Details

CARTRIDGE / INK/ TONER

**Installed NEW HP 305A - CE412A- Yellow**

Blank CD / DVD

Flash Memory

MOUSE PAD

OTHERS

CUSTODY TAKEN ON:

**8th March 2017** (dd/mm/yyyy)

User Signature

SERVICED BY

**Islam Ahmed Anwar**

IT Support Signature

**Installed NEW HP 305A - CE412A- Yellow (Serial Number:(1P)CE412A )**

REMARKS:

*\*Note: Every single item will require a different custody receipt form.*