

**APPLICATION FOR INFORMATION TECHNOLOGY FACILITY**

Application should be completed properly. If not completed properly, the application will be returned to the applicant for correction before being considered, especially the motivation part regarding why equipment is needed.

**A. DETAILS OF APPLICANT**

Names: \_\_\_\_\_  
 Tel No: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Directorate/ Department: \_\_\_\_\_

**B. EQUIPMENTS REQUESTED**

No	DESCRIPTION	SERIAL NUMBER	QUANTITY
1	Laptop		
2	Desktop		
3	Projector		
4	Printer		
5	Other IT equipment:.....		

**C. MOTIVATION** (Please provide proper motivation for the equipment needed)

<b>Necessity</b> (Describe the necessity for the application. The advantage if approved and disadvantages if the application is not approved)

***N.B: I accept responsibility for any loss or damage to the IT equipment. In any case costs of repair or replacement is attributable to me and will be deducted to my salary, in case I leave CBE I will immediately hand over the IT equipment to ICT unit.***

Name & Signature of Applicant  
Date

Name & Signature of the Line Manager

Approval by Gikondo Campus IT Manager  
Name & Signature