



## SOUTH EASTERN KENYA UNIVERSITY (SEKU)

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### ICT DIRECTORATE

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### COMPUTER ISSUING FORM

**FROM: ICT DIRECTORATE**

**TO: OFFICE OF /SCHOOL OF /DEPARTMENT/SECTION OF.....**

**RE: COMPUTER ALLOCATION**

Please receive the desktop computer CPU S/n.....

and TFT S/n.....for your school

/department/ section. It is our humble request that the computer(s) will be used and shared by you and the staff members of the department/school/section.

**Name of the user:** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**PF Number** \_\_\_\_\_ **Section** \_\_\_\_\_

**Head of Department** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**ICT Officer** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director ICT** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**NB:** Please ensure you keep all computers free from dusts and any food stuff. **DO NOT** place the computers on the ground. Take care of them. They are your assets and tools of trade.

**ICT Directorate**