

# Province of the Eastern Cape

DEPARTMENT OF EDUCATION

ISEBE LEZEMFUNDO

DEPARTEMENT VAN ONDERWYS

Private Bag X0032, BISHO 5605, SOUTH AFRICA

## ASSET RETURN FORM: LAPTOP

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Name |  | | | | |
| District |  | | | | |
| **Rank / Designation** |  | | | | |
| **Building** |  | | | | |
| **Full Names** |  | | **Persal Number** | |  |
| **ID Number** |  | Fax | |  | |
| **Tel/ Cell** |  | Room No | |  | |

##### IT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Make of Laptop** |  | **Laptop Serial No** |  |
|  |  | **Barcode No** |  |
|  |  | **Simcard No** |  |
|  |  | **IMEI No** |  |

|  |  |
| --- | --- |
| **Condition of Laptop** | **Comments** |
| Brand New |  |
| Second hand |  |
|  |  |

**Returned by (Please Print): Signature: Date**

**Received by (Please Print): Signature: Date**