

DESK TOP/LAPTOP REQUEST FORM

I have read and understood the lap top policy and hereby request to be considered for one:

Employee Name : George Onyango Odoro

Designation : Team Leader

Department & Branch/Location : Molo Branch.

Cost (USD) : No Cost - Reallocate Laptop previously used by Internal Audit Manager (He got a new upgraded laptop)

Reasons for requesting for the laptop:

We are requesting the laptop to support in running the business, to join meeting since we don't have any laptop in the branch.

I understand that upon approval of this request, the laptop will be purchased for me by the company, and therefore admit ownership of the equipment. In the event of separation for whatever reason, I commit to adhere to the conditions set out in the policy.

Sign: [Signature]

Date: 2/02/2022

For official use:

Company provided laptop is hereby recommended and approved for the employee: (Include Name, Signature and Date)

Specifications approval: Head of IT	<u>HP Probook 450 G5 8GB RAM Wind 10 Pro</u>
Head of Department recommendation	<u>Recommended</u> <u>[Signature]</u>
CEO Approval	<u>[Signature]</u> <u>7/2/2023</u>
Finance: Processing	<u>[Signature]</u> <u>7/2/2023</u>

7/2/2023