



ROADSHOW LAPTOP CHECKLIST

BRAND : SERIAL NUMBER :

MODEL :

REQUESTER :

COMPANY : DEPARTMENT :

POSITION : MOBILE. NO :

PURPOSE :

PERIOD FROM : TO :

APPROVED REQUEST FORM : (Y/N)

No	Item (s)	Send out Handover		Site PIC	Return Handover	
		IT	ANP		ANP	IT
1	Laptop					
3	Mouse					
4	Power Adapter					
5	Broadband Device					
6	Laptop Bag					
7	Thumbprint Device					
8						
9						
1	Signature					
2	Name					
3	Date					
4	Mobile. No					

REMARKS :

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