

Form-1 (Special approval request form)

The.....
Govtech Agency
Thimphu

SL No	Type of items	Quantity	Detailed Specifications	Remarks

Submitted by:

Procurement Officer
Name of agency

Form-2 Repair and maintenance/ Replacement are covered under the warranty period

(Name of the supplier)
Thimphu

SN.	Item type	Specify issues	Repair/ Replacement	Remarks

Requested by:

(Name and designation of concerned officer)

Verified and vetted by:

Verified and vetted by:

Procurement Officer

ICT Officer

Verified by:

Head of the agency

Form-3 Computer Retention or Return: Separation from Office

The Head of the Agency

Section	Details
1. Employee Details	
Name	
Designation	
Date of Separation	
2. Device Details	
Device Type (Laptop/Desktop)	
Brand & Model	
Serial Number	
Date of Issuance / Purchase	
Original Cost	
Depreciated Value	
3. Employee's Decision	(<input checked="" type="checkbox"/> Check one option)
Option 1: Purchase	I choose to purchase the device at its depreciated value
Option 2: Return	I choose to return the device to the office

Submitted by:

Verified by:

Approved by:

Form-4 Computer Ownership Transfer Form (Upon Expiry of Use Life)

The Head of the Agency

Section	Details
1. Employee Details	
Name	
Employee ID	
Designation	
2. Device Details	
Device Type (Laptop/Desktop)	
Asset identification code	
Brand & Model	
Serial Number	
Date of Issuance/ Purchase	
Original Cost	

Submitted by:

Verified by:

Approved by: