

**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

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Section	Details
<b>1. Employee Details</b>	
Name	
Designation	
Date of Separation	
<b>2. Device Details</b>	
Device Type (Laptop/Desktop)	
Brand & Model	
Serial Number	
Date of Issuance / Purchase	
Original Cost	
Depreciated Value	
<b>3. Employee's Decision</b>	( <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

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

**Submitted by:**

**Verified by:**

**Approved by:**