

Equipment and issue reporting Form

Employee Name : Employee ID :	
Branch Name :	
Reporting Period (DDMMYY) :	_____ To _____

Itemised Equipment and issue to be reported (eg.Projector not working, did not have laptop , key spoilt , Log in ID cant log in etc)

S/N	Reporting Date	Items / Description	Items Resolved (Y/N) and Remark	Resolved Date and by who

Employee Name and Signature	
Date of Submission	

Acknowledged personal Name and Signature	
Date of Acknowledgement	