



REF:	Ku/wi/dict/01-f06
Issue/rev	1/2

KENYATTA UNIVERSITY
DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

ASSET MOVEMENT/ASSET TRANSFER FORM

RECEIVING DEPARTMENT: _____

DATE OF MOVEMENT: _____

NO.	ITEM DESCRIPTION	SERIAL NO.	KU-ASSET NO.	REASON FOR MOVEMENT	SIGN
1.					
2.					
3.					
4.					
5.					
6.					
7.					

MOVEMENT AUTHOURISED BY:

NAME

SIGNATURE

DATE

ALL ASSETS RECEIVED AS INDICATED:

NAME

SIGNATURE

DATE

To be filled in Duplicate

Original copy-ICT Directorate



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To be filled in Duplicate

Duplicate - User