

IT Systems and Services Department		Job Sheet and Call Slip No: 119	
Customer Name :			
ID / Department			
Contact #			
Gutech Asset No:	Date & Time:		
Equipment Type :			
Model No :			
Tag No :			
Complaint	Item Received Date		
	Signature		
Action	Item Given Back on Date		
	Signature		

Job Sheet and Call Slip : 119	<i>(To be filled by IT Help Desk)</i>		
Equipment Receipt Form : (Customer to retain this slip and produce it while collecting the equipment back)			
Customer Name :			
ID / Department			
Item received by :		Date :	
Signature of receiver:			
Expected Date of Return & Comments			