



Version: 01  
Revision: 02  
Effective Date :  
November 2022

# CLEARANCE FORM ICT CONTROLLED ITEM

[ To be attached with MSD Clearance Form ]

## STAFF DETAILS

Full Name :	<input type="text"/>	Designation :	<input type="text"/>
K/C/D/I/O :	<input type="text"/>	Staff No. :	<input type="text"/>
		Mobile Phone No. :	<input type="text"/>

ICT Controlled Items: Scanner, Personal Computer, Software, Switches, Telephone  
(Refer to Policy on Procurement of ICT Resources for details)

## EQUIPMENT PROVIDED BY IUM

No.	Equipment	Model	Serial No.	ITD Tag No.	Provided By : (ITD, Kulliyah)	STATUS		Remarks
						Working	Malfunction	

- Use separate attachment (if necessary)
- Left at user location /Relocate to new place

## STAFF UNDERTAKINGS:

- I have returned the listed equipment (except for the equipment purchased through computer allowance) to the respective K/C/D/I/O.
- I understand that my IUM email and storage will be deleted after one month of my end of service.

Staff Signature :	<input type="text"/>	Received By :	<input type="text"/>
	(SIGNATURE & STAMP)		(SIGNATURE & STAMP)
Date :	<input type="text"/>	(Asset Liaison Officer at K/C/D/I/O/M)	
		Date :	<input type="text"/>
		Remarks (if any) :	<input type="text"/>

## FOR ITD USE ONLY

Date Received :	<input type="text"/>
Remarks (If Any) :	<input type="text"/>
Person in Charge :	<input type="text"/>
	(SIGNATURE & STAMP)

## CONTACT US

B R A N C H E S	Information Technology Division (ITD) (Gombak Campus)	Information Technology Department (ITD) (Kuantan Campus)	✉ helpdeskktn@iium.edu.my 🌐 www.iium.edu.my/office/ocd	☎ 609 - 5704666 📠 609 - 5716774
	International Islamic University Malaysia P.O. Box 10, 53100 Kuala Lumpur, Malaysia	Information Technology Unit (ITU) (Pagoh Campus)	✉ klm@iium.edu.my 🌐 www.iium.edu.my/kulliyah/klm	☎ 606 - 9742601 📠 606 - 9742791
	✉ servicedesk@iium.edu.my ☎ 603 - 6421 6666 📠 603 - 6421 4888 🌐 www.iium.edu.my/division/itd	Information Technology Department (CFS) (Gambang Campus)	✉ servicedeskdfs@iium.edu.my 🌐 www.iium.edu.my/kulliyah/cfs	☎ 609 - 5183435 📠 609 - 5183636