

ICT Department Clearance Form

Name:

Department:

Designation:

Employee ID:

Date:

Reason for Clearance:

ICT Asset / Service	Returned / Processed	Remarks
Desktop / Laptop		
Monitor		
Keyboard / Mouse		
Access Badge / Token		
Software Licenses		
Email / System Access Revoked		

Additional Comments:

ICT Department Representative:

Date Cleared:

Signature: