

## **Institute of Business Administration, Karachi** **Hardware & Multimedia Projector Movement Form**

### **TO BE FILLED BY PERSON MAKING REQUEST:**

Requested By (IF STUDENT SPECIFY CLASS ALSO)			
Signature of Requester			
Purpose of movement	<input type="checkbox"/> Class	<input type="checkbox"/> Auditorium	<input type="checkbox"/> other
Location	<input type="checkbox"/> Room No: _____	<input type="checkbox"/> Auditorium	<input type="checkbox"/> other
Date When Required		Time: From	to

### **TO BE FILLED BY THE LAB ASSISTANT:**

Name of the Lab Assistant				
Moved from	<input type="checkbox"/> Lab-11	<input type="checkbox"/> Lab-16	<input type="checkbox"/> Lab-B8	<input type="checkbox"/> Server Room
Date of Issue				
Time of Issue				
Date of Return				
Time of Return				

### **DETAIL OF HARDWARE MOVEMENT**

S. No.	Equipment Description	Eq. ID.	Make
1.	Multimedia Projector		
2.	CPU		
3.	Key Board		
4.	Mouse		
5.	Monitor		
6.			
7.			

### **Important:**

**Once the multimedia projector has been installed in the class and before the completion time of class; if the multimedia projector or any equipment is lost then the undersigned will take joint responsibility.**

(For information only)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Program Office /  
Heard of Dept.

**Note: The booking is not confirmed until signed by the Network Manager or Asst. Network Manager.**

\_\_\_\_\_  
Network Manager /  
Approving Authority