

Institute of Business Administration, Karachi

Student's Hardware IN & OUT Request Form

Date : _____

User information

Name of requester: _____ Class/Batch: _____

(attach IBA ID Card photocopy)

Purpose: Class Presentation Project Other _____

Teacher _____ Course _____

Date (when Required): _____ Time: _____ Location _____

H/w Specification

S. No	Item	Description	Others
1.	Type		
2.	Brand		
3.	Serial No.		
4.	Hard Disk		
5.	RAM		
6.	CD-Rom	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	Keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Mouse	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Power Cables	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Student
Signature

Teacher
Signature

Watchman / Guard
Signature

Above items are allowed to use in _____ for the said period on student's responsibility.

IT Manager /
Network Manager

Clearance:

Above items have been checked and returned to the student

Name : _____ Signature: _____ Date/Time _____

Note : Students are required to bring their own accessories with equipment.