



National University
of Computer and Emerging Sciences

Laptop Loan Request Form



Employee Information

Name:		Emp ID:	
Designation & Sub:		Campus:	
Department:		DOJ:	
Request date:		Amount (Rs):	
Make & Model (item to be purchased):			
Official Equipment already issued (if any): Yes ☐ No ☐ Details: _____			

Name: _____ Signature: _____ Date: _____

Campus Accounts

Previous Laptop Loan (if any): Yes ☐ No ☐		
Details & Date of Loan (other than PF loan)	Amount taken	Amount outstanding
Remarks: _____		
Name: _____ Signature: _____ Date: _____		

Campus Recommendations

	Signature	Date
Reporting Officer Name: _____ Remarks: _____		
Campus HR Name: _____ Remarks: _____		
Director Name: _____ Remarks: _____		

Head Office

HR Name: _____ Remarks: _____		
Tresurer Office Name: _____ Remarks: _____		

Rector ☐ Approved ☐ Not Approved Signature: _____ Date: _____ Remarks: _____

..... for official use

NUMUN Entry (HR-HQ) Name: _____ Signature: _____ Date: _____