



ལྷ་རྒྱལ་ཤུལ་འཛོལ་གསུལ་ལག་སློབ་གླེ། རང་འབྲུང་འཛོལ་བསྐྱེད་མཐོ་རིམ་སློབ་གླེ།

Royal University of Bhutan  
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**Laptop User Agreement Form.**

I,.....Bearing(EID).....(Department)...  
..... acknowledge to the best of my knowledge that I have read **CNR Laptop Distribution Scheme: Terms of Reference 2015**, and will comply with it.

Date of Issues: .....

(Signature)

**Details of laptop and accessories**

1. Laptop brand and model: \_\_\_\_\_
2. Serial number of the System: \_\_\_\_\_
3. Memory: \_\_\_\_\_
4. Screen Size: \_\_\_\_\_
5. Accessories/Others: \_\_\_\_\_

**For ICT Office use only.**

|               |   |
|---------------|---|
| Verified by:  | Name:<br><br><br><br><br><br><br><br><br><br><b>Seal &amp; Signature of the competent Authority</b> |
| Place & Date: |   |



ཨ་རྒྱལ་རྒྱུ་ལ་འཛོལ་གཞུག་ལག་སློབ་སྡེ། རང་འབྲུང་འཕྲོད་བསྐྱེད་མཚོ་རིམ་སློབ་གྲྭ།

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### **Laptop/Desktop Surrender Form**

\*This form must be completed by the users

\*Please ensure that the users provides the following information for their device for recording ICT office/Store

|  |
|--|
| <b>Date:</b>   |
| <b>Received By:</b>  |
| <b>Received From:</b>  |
| <b>Contact number:</b>   |
| <b>Laptop Serial Number:</b>   |
| <b>Make and Model:</b>   |
| <b>Equipment Included:</b><br>Bag: Yes/No<br>Power Supply: Yes/No<br>Mouse: Yes/No |
| <b>Other Items:</b>  |
| <b>Further Details:</b><br>(Fault Description)                                     |

Signature of Laptop user

ICT Section

(Sign & Seal of the office)