



**ICT EQUIPMENT CHECKLIST FORM FOR REIMBURSEMENT OF
COMPUTER ALLOWANCE 2020**

Staff Name :		Staff ID :	
Designation :		K/C/D/I/O :	
Email :		Contact No. :	

Application Type (Please tick where applicable)

- () Reimbursement for new staff/report duty/upon completion of study leave (PhD)
• Please attach the relevant supporting documents (e.g: official letter)
- () Reimbursement of more than 5 years (60 months) computer allowance claim (* depends on budget availability)
Date of Previous Claim (Please verify with Finance Division/Administrative Office) :
Current Equipment Condition Checked by : Remarks:

(Computer Technician Signature) Date :

- () Eligible for this year (Please fill up the List of Eligible Equipment section below)

List of Eligible Equipment (*For "Eligible for this year" category only)				
No.	Equipment Model	Year Purchased	Serial No.	ITD Tag No.
1	HP Compaq DC 7800 (Desktop)	2008		
2	Hp Compaq Evo (Desktop)	2003		
3	Dell Latitude D600 (Laptop)	2008		
4	Dell Latitude D420 (Laptop)	2006		
5	Dell Latitude D830 (Laptop)	2006		
6	Dell Latitude D430 (Laptop)	2006		
7	Dell Optiplex 745 (Desktop)	2007		
8	Dell Optiplex 740 (Desktop)	2009		
9	Dell Latitude E6400 (Laptop)	2009		
10	Lenovo ThinkCentre A63 (Desktop)	2010		
11	HP Compaq 6005 (Desktop)	2010		
12	Dell Latitude E5420 (Laptop)	2011		
13	Dell Latitude E5430 (Laptop)	2011		
14	Dell Optiplex 790 (Desktop)	2011		
15	Lenovo Thinkpad T410s (Laptop)	2010		
16	HP ProBook 4320s (Laptop)	2010		
17	Dell Optiplex 7010 (Desktop)	2012		
Date Returned : Remarks (if any) :		Checked by : Remarks (if any) :		
(Staff Signature) Date :		(Technician/Asset Liaison Officer of K/C/D/I/O) Date :		

Staff Declaration

I hereby certify that the above statements are true and correct. I understand that a false statement may disqualify me for benefits and may subject to the IIUM staff disciplinary action.

Staff Signature : Date :

For Office Use Only (K/C/D/I/O) & Finance Division

Recommended by: (Signature and official stamp)

(Dep. Director/Sen. Asst. Director/Asst. Director of K/C/D/I/O) Date :

Approved by: (Signature and official stamp)

(Dean/Director of K/C/D/I/O)

Date :

(Head of Zone, Finance Division/ Finance Representative)

Date :

3. FOR APPROVAL

(Recommendation by: Finance Representative, KCDIO/ Accountant, Finance Division for KCDIO without Finance Representative)

(Approval by: Dean / Director / Deputy Dean / Deputy Director / Senior Assistant Director / Assistant Director K/C/D/I/O)

Recommended by:

Approved by:

4. DOCUMENTS REQUIRED

Please attach:

- (i) Application form
- (ii) Photocopy of staff card
- (iii) Photocopy of I/C
- (iv) Original cash receipt / original credit card slip transaction

INFORMATION TECHNOLOGY DIVISION

LETTER OF UNDERTAKING FOR COMPUTER ALLOWANCE

I,..... Identity Card / Passport No.....
having an office address at

.....
declare that I have received reimbursement of RM (Cheque No., Payment Voucher, Date) for the Purchase of model & serial number which is a facility granted by the University in lieu of computer entitlement as provided the International Islamic University Malaysia (hereinafter referred as "the University").

(Hereinafter referred to as 'Equipment'); and with the serial no. of.....

I hereby undertake that I shall —

1. agree to relieve the University from any obligation to provide equipment to the staff members unless the University management decides otherwise;
2. acknowledge that the Equipment has been received and accept such Equipment 'as is' on the terms and conditions set forth in this letter of undertaking and related Policy for Computer and Printer Entitlement and Guideline for Computer Allowance for IIUM Staff;
3. agree to use the Equipment in accordance with the University's acceptable use policies and never use the Equipment in a way that is illegal, immoral or inappropriate;
4. agree to be responsible on the safety and security of the Equipment;
5. agree to make the Equipment available to the representatives of the University for audit purposes upon three (3) days' oral or written notice;
6. acknowledge that the staff owns the Equipment subject to Policy for Computer and Printer Entitlement;
7. agree to bear the cost of loss or damage to the Equipment during the term of the period undertaking that is 5 years from the date of eligibility of computer allowance ;
8. agree to ensure that the technical specification of the Equipment complies with the University's ICT infrastructure requirements;

9. agree and acknowledge that with the conferment of the computer allowance entitlement, the performance of official duties is sustainable at any point of time; and
10. agree to ensure the confidentiality of any University data/information stored in the computer is preserved at all times.

This Letter of Undertaking (LOU) constitutes the entire agreement between the University and the Staff and there are no other agreements, written or oral, with respect to subject matter hereof.

I fully understand that if I commit a breach of this Undertaking, I shall be liable to a disciplinary action or other appropriate action as determined by the University.

Signature of Staff :

Name of Staff :

Designation / Staff No. :

Kulliyah/ Centre/ Division/Institute (K/C/D/I):

Date Received :

Name of Equipment :

Model of Equipment :

Witnessed by:

Director / Deputy Director / Senior Assistant Director / Assistant Director from
Kulliyah / Centre/ Division / Institute (K/C/D/I).

Signature :

Name :

I/C / Passport :

Date :