**Date:**

**Staff Name:**

**Office/Department/School/Centre:**

**Contact Number:**

**Email Address:**

**Section 1: Asset Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Device Model** | **Device Type** | **Serial Number** | **Condition** | **Price (RM)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 2: Terms and Conditions**

1. All assets are sold "as-is," without any warranty or guarantee.
2. ITD will not be responsible for any maintenance or support services after the sale.
3. The buyer acknowledges that the assets are no longer under the university’s IT support.
4. The buyer agrees to use the asset in compliance with the university's policies and regulations.
5. Payment must be made within **1 week** after the acknowledgment of this form.

**Section 3: Acknowledgment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have read and understood the terms and conditions stated above. I agree to purchase the ICT assets listed in Section 1 under these terms. I understand that ITD will not provide any support or maintenance services for the purchased assets.

**Signature &**

**Official Stamp:**

**Date:**

**Section 4: For ITD Office Use Only**

**Payment Received by Bursary Office:**

|  |  |
| --- | --- |
| Amount (RM) |  |
| Receipt Number |  |
| Date |  |

\*kindly attach the copy of official receipt issued by Bursary Office with this form

**Verify by ITD:**

|  |  |
| --- | --- |
| Name |  |
| Signature &  Official Stamp |  |
| Date |  |
| Remark |  |

*INFORMATION TECHNOLOGY DEPARTMENT*

[*icthelpdesk@uts.edu.my*](icthelpdesk@uts.edu.my%20) *| Ext Number: 345 / 346*

DATA PROTECTION: Personal Data is gathered in accordance with Personal Data Protection Act 2010 (Act 709)