



DISPOSAL OF THE ICT EQUIPMENT

UNIVERSITY OF COLOMBO

1. Faculty
2. Department/Division/Centre/Unit.....
3. Information of the ICT equipment to be disposed;

S. No	Item Name	FAR Number	Date of Purchase	Recommendation/s of previous Board of Survey on the condition of the item (i.e R, S, D etc.)	Current Status

4. Maintenance history (*If available*)

S. No	Repair Date/s	Name the replaced parts (either hardware or software)	Repair cost (Rs.)	Pl tick ✓ Repaired by;			Remarks
				In house	Agent	Other	

.....

Name of the Inventory In – charge

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Signature

.....

Signature of the Head of the Department/Division

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Date

Assistant Network Manager /Network Operation Center,

Please submit your recommendation on the current status of the item No/s.....

Recommendation/s of the Network Operation Center [NOC]

Item Name	FAR Number	Recommendation/s on the disposal

Any special Remarks / suggestions *[If any]*

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Signature of the Assistant Network Manager

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Date

Cc: Senior Assistant Registrar/General Administration