



CIS Technology Park, 1st Floor, Shahrah-e-Jamhuriat,
Sector G-5/2, Islamabad.
Ph: 051-9214910, UAN: 111 700 800, Fax: 051-9208797
Email: administration@comsats.net.pk

Stock Entry :	
Stock Exit:	

Ref No #DC/CS/2023

Dated: - _____

Asset Entry / Exit Form (Data Center)

Customer / Organization

Name: _____

Representative Name: - _____

Designation: - _____

ID card No: - _____

Cell No: - _____

Authorisation Letter or copy of Email from authorized staff is required :

Type of activity : -

Entry: -

Exit:

Nature of Activity: -

Temporary Entry

Temporary Exit:

Permanently
Entry

Permanently Exit:

Type of Assets: -

Firewall:

Server

Switches/any other

Serial No of Asset: -

CIS Staff: - _____

Designation: - _____

Signature: - _____

Date of Activity: - _____

Representative Name: _____

Designation: - _____

Signature: - _____

CC to: -

Admin.Store

System/Networks

Billing Department

CS Master File

(Equipment Snap enclosed Yes / No)

A Project of COMSATS (Commission on Science & Technology for Sustainable Development in the South) for Pakistan

FAISALABAD GUJRAT GUJRANWALA ISLAMABAD KARACHI LAHORE MULTAN PESHAWAR SIALKOT



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