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Royal Government of Bhutan
Ministry of Agriculture and Livestock
Procurement Section



Form 4 Computer Ownership Transfer Form (Upon Expiry of Useful Life)

The Head of Agency

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Section	Details
1. Employee Details	
Name	
Employee ID	
Designation	
2. Device Details	
Device Type (Laptop/Desktop)	
Asset identification code	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original cost	

Submitted by:
Name & Designation

Verified by
Procurement Officer, MoAL

Approved by
Head of Agency