

**KAIMOSI FRIENDS UNIVERSITY COLLEGE**

*(A Constituent College of Masinde Muliro University of Science and Technology)*

P.O BOX 385-50309 KAIMOSI

Serial No.  
.....  
(for official use only)

**DEPARTMENT OF ICT SERVICES**

SERVICE REQUEST FORM

Date..... /..... /20.....

**(Fill in Duplicate)**

**PART I**

Department Requesting Services.....Office No.....

**TO: In-Charge, ICT**

Could you please arrange for the following services to be carried out at our department?

.....  
.....  
.....

Name ..... Signature .....

**PART II**

Comments by In-Charge, ICT

.....  
.....  
.....

Signature ..... Date..... /...../20.....

**PART III**

Comments by IT Officer (Include materials required if any) Date..... /..... /20.....

.....  
.....  
.....

Name ..... Signature.....

**PART IV**

Head of Department / Section that requested for service Date...../...../20... Time.....

I certify that the job has been carried out i) Satisfactorily  [ Tick as appropriate ]  
ii) Unsatisfactorily

Name..... Signature.....