<table>
<thead>
<tr>
<th>Date Delivered/Purchased</th>
<th>Supplier</th>
<th>Accountable Person</th>
<th>Date Installed</th>
<th>Department/Unit</th>
<th>Location</th>
</tr>
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**Printer**

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**AVR**

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**UPS**

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**DESCRIPTION (Brand/Capacity/Model/etc.)**

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**Serial No.**

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**Computer Set**

<table>
<thead>
<tr>
<th>Brand &amp; Serial No.</th>
<th>Brand &amp; Serial No.</th>
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**Motherboard**

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**Keyboard**

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**Mouse**

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**LAN Card**

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**IP Address**

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**MAC Address**

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**Computer Name**

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**MAINTENANCE RECORD**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DETAILS/REMARKS</th>
<th>BY</th>
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Form No.: UCS-FORM-06
Rev 0 / June 2004