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(Knowledge for Development)

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ICT WEBSITE CONTENT FORM
(Fill in Triplicate)

Ref …………./…………..

PART I.
Department Requesting Services………………………………………………………………..
TO: Director, ICT
Could you please arrange to upload the following Documents/details on the University Website?
1.   …………………………………………………………………………………………………..
2.   …………………………………………………………………………………………………..
3.   …………………………………………………………………………………………………..
4.   …………………………………………………………………………………………………..
Name …………………………………………**Signature ……………………….Date…………………**

PART II
Comments by Director, ICT
……
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Signature…………………………………..…………….. Date ……………………………………………

PART III
Comment by IT Technician (Include materials required if any)
………………………………………………………………………….…………………………
………………………………………………………………………………………………………
………………………………………………………………………….…………………………
Name …………………………………….. Signature……………… Date………..………........

PART IV
Head of Department / Section Head that requested for service
I certify that the job has been carried out   (i) satisfactorily

(ii) Unsatisfactorily

Tick as appropriate)

Name ……………………………………**Signature ……………………………Date. ………………**