



**Replacement of IT Equipment**

To,

Date: .....

**Head  
ICT Division  
Bhutan Post: Thimphu**

**1. Details of the requesting official**

- a. Name: .....
- b. Division/Region/Post Office: .....

**2. Details of the ICT equipment requested for replacement**

- a. Particular Name: .....
- b. Ownership Name: .....
- c. Year of issue: .....Codification No.: .....
- d. Replacement Purpose:  
.....  
.....  
.....

Signature: .....

Recommended/Forwarded by: Name: ..... Signature: .....

Division/Regional Head: .....

Remarks: .....  
.....



**Replacement of IT Equipment**

Comments from Head, ICT Division:

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

**For Administrative Purpose Only (Procurement Unit)**

Particulars Purchased: .....

Numbers Purchased: .....

Codification No(s): .....

Note sheet No. : .....

Purchase Order: .....

Name: ..... Signature: .....