



<b>CENTER FOR INFORMATION TECHNOLOGY (CIT) MANUU STAFF COMPLAINT FORM / INDENT</b>	
Complaint Ticket Number:	
Complain Type	ICT Services: Network/Computer/Printer/.....
Date	
Staff Name	
Employee ID Number	
Contact Number / Email address	
Place / Building / Room Number	
Department / Hostel / Center Name	
Complaint / Subject with detail	
Staff signature	Forwarding Authority signature
*Material is required and received from CIT	1.
* The Material(s) are property of CIT / MANUU and after completion of my session I will return received material to CIT/ MANUU in good condition.	2.
Action taken by assigned support engineer	Staff's signature with date after Ticket resolved
<b><u>For CIT Use</u></b>	
Assigned support Engineer report	
Material issued to Staff account	1 2
Material used during complaint resolution	1 2
Task assigned to	
Assigned Support Engineer signature with date	Director/Authorized Signatory