



Ministry of Communications, Science and Technology in collaboration with Microsoft and Local Partners

**APPLICATION FOR COMPUTER AND ACCESSORIES UNDER
iPARTNERSHIP**

[Form to be used by Government Employees]

1. APPLICANT'S DETAILS

Omang Number/ Payroll Number.....

Family Name:

First Names:

Residential Address:

Postal Address:

Telephone:Fax No:.....E-mail:

Employed as (job title).....

Ministry:Department.....Station:

2. DESCRIPTION OF THE PRODUCTS AND/OR SERVICES APPLIED FOR

Product/ Service	Make	Model	Price
Desktop Computer			
Laptop Computer			
Printer			
Internet			
Microsoft Office			
Other (specify)			

Transportation cost (if applicable) P

Total Price P.....

3. SUPPLIER'S DETAILS

Name, Postal Address and contact details of Supplier

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Name, Postal Address and contact details of the Internet Supplier (if different)².....

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4. EVIDENCE³

I enclose evidence of child (copy of payment to school, copy of term report, etc.):

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5. RECOMMENDATION OF HEAD OF DEPARTMENT

I certify that Mr./Mrs./Ms.:

of Payroll number is an employee of Government.

(tick appropriate box)

- He/She is a teacher or parent/legal guardian of child

- He/She does not belong to any of the above categories⁴

Full name of Head of Department:

Signature.....Date.....

(Office Stamp)

6. APPROVAL

Please fax this form to the iPARTNERSHIP office at the Department of Information Technology (DIT) for final approval. Fax no: 3904144. You should receive the approved form duly stamped within 2 working days. Please ensure your fax number is stated.

Applicant qualifies for the PTA project

Applicant qualifies for the EA project

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(Signature – iPARTNERSHIP Official)

Stamp

IMPORTANT NOTES

1. To buy the computer equipment, you need this form stamped by the iPARTNERSHIP office. (Phone: 3656914)
2. To purchase the Internet Service, which could be from a different supplier, you may use a photocopy of this stamped and approved application form.
3. Please note that access to Microsoft Office is subject to you bringing the evidence that you are a teacher and/or a parent or legal guardian for a child/youth at school
4. If you do not belong to the categories stated in Note 3, please call iPARTNERSHIP office for assistance on Microsoft Office software.
5. After completing the purchase, the iPARTNERSHIP office will give you the product key you need to activate the software. Call phone: 3656914 for assistance.
6. With the help of the iPARTNERSHIP office, you will also sign an “End User License Agreement” of which you will keep a copy to show that you obtained the software legally.