

Requisition form for IT Related Equipment

Please fill the following information and submit this form:

Name: _____
 Designation: _____
 Department: _____
 Attached with: _____

| Device name | Qty | Details of Existing Device (if any) | | |
|--------------|-----|-------------------------------------|---------------------|------------------------|
| | | Date of issue | S/N & Specification | Reason for replacement |
| Computer | | | | |
| Laptop | | | | |
| Printer | | | | |
| UPS | | | | |
| Photocopier | | | | |
| Web cam | | | | |
| Wi-Fi Dongle | | | | |
| Speaker | | | | |
| Pen Drive | | | | |
| Headphone | | | | |
| External HDD | | | | |
| Router | | | | |

I request that the above equipment may please be issued to me for official use. I shall be responsible for it and return the same to IT Department on Transfer/Retirement/ Reliving.

Signatures with date:

Applicant: _____

HoD/CD _____

Requisite item may be provided from stock/through procurement (if not in stock)

HoD-IT _____

DR _____