IT Equipment Requisition Form

Date: _____   Port/Location/Department: _____
_____
_____

☐ PC   ☐ Laptop   ☐ Phone   ☐ M/Phone—Pre-paid   ☐ Printer   ☐ Others _____
☐ M/Phone—Post-paid

User Names	Employment Number	Designation	Cost Centre

Requesting Manager

Name _____   Signature _____   Budgeted ☐   Unbudgeted ☐

What is the business justification for this request?
_____
_____
_____

HDS Case # : _____   Requisition #: _____

☐ Approved   ☐ Rejected

_____   _____   _____
CEO Approval   General Manager   IT Manager

IT Helpdesk Use Only   Asset # _____

Action Officer _____ (Level 1)   Action officer _____ (Level 2)

Date user advised _____   Date delivered to user _____