



DBL Group Corporate Office
Information Technology (IT) Department
Corporate Office, House 50, Road 03, Gulshan Avenue Gulshan 1, Dhaka 1212

HARDWARE REQUISITION FORM

Date:

Name:		ID No:	
Designation:		Department:	
Cost Center:		Unit:	

Existing Device Info	
Purchase Date:	
Spec Details:	
Asset TAG:	

Requirement Details			
S/N	Device Type	Product Details/Spec	Qty
01.			
02.			
03.			
04.			
05.			

Purpose Of Requisition:

IT Observation (For IT Use Only):

Note: Employees will be required to take either an old or new laptop/desktop/workstation from the IT stock if it is functional.

Applicant by
Name:
Designation:

Recommend by
Name:
Designation:

Approved by
Name:
Designation: