
INTEROFFICE MEMORANDUM

TO: IT DEPARTMENT
FROM: JOHN MILLER
SUBJECT: PERSONAL COMPUTER UPGRADE
DATE: FEBRUARY 10, 2014
CC: R&D MGR

I am currently using a 5 year-old PC running Windows XP.

In view of our latest win of the bridge construction project I need to run on my PC the new CAD software and requires a stronger PC.

Appreciate your approval and handling of this request.



Memo author e-signature

Memo Approvals

In order to use the new CAD software
Windows 7 needs to be installed on the
new PC

Make sure the new PC complies with
the company regulations for ISO 27001
security requirements