

Laptop Request Catalog Item

1. Request Details

- Request Type: New Laptop Request
- Request Date: [Insert Date]
- Requested By: [Your Name / Employee ID]
- Department: [Your Department]
- Manager's Name: [Manager's Name]

2. Laptop Specifications

Specification	Details
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Laptop Model	[e.g., Dell Latitude 5440]
Processor	[e.g., Intel i5/i7]
RAM	[e.g., 16 GB DDR4]
Storage	[e.g., 512 GB SSD]
Operating System	[e.g., Windows 11 Pro]
Additional Software	[e.g., MS Office, VPN]

3. Business Justification

- Purpose of the Laptop:
[Write why this laptop is required-e.g., software development, remote work, data analysis]
- Project/Client Details:
[Mention the project or client it is related to, if applicable]

4. Approvals

Approver Name	Designation	Signature	Date
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[Line Manager]	Manager	_____	[dd-mm-yyyy]
[IT Manager]	IT Department	_____	[dd-mm-yyyy]

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[HR/Admin] | Admin Department | _____ | [dd-mm-yyyy]

5. Notes (if any)

[Optional notes or remarks]