

VCS Group.		
IT Equipments Request Form		
Document No. QF-ITC-0001	Effective Date : 21 September 2023	Revision: 1
Requestor Detail		
Name-Surname :	Employee ID :	
Company :	Department & Section :	
Position :	Telephone :	
Request Description		
Request for : Hardware	item : Notebook	Quantity : 1
Purpose of Usage : (Please write in Detail)	- test	
Device Specification / Software Version :	- test	
Refer to Quotation No. :		
Refer to R/O. No. :	Date Required (Approximately) : 23/5/2567	
Remark : test	23/5/2567 REQUESTOR	<i>Signature</i>  APPROVER Position : M1
IT Center		
<input checked="" type="radio"/> Able to proceed PO. No. : <input type="radio"/> Unable to proceed	<input checked="" type="radio"/> Able to proceed PO. No. : <input type="radio"/> Unable to proceed	
Remark :	Remark :test	
<i>Signature</i> IT STAFF	<i>Signature</i> IT DEPT MGR	<i>Signature</i> IT DIV MGR