	General IT Requisition
Zettanne Technologies India Pvt. Ltd.	

Emp Name (Full)	
Emp ID	
System Tag	
Dept	Date
Designation	
E-Mail	
Contact Number	Mobile Internal Phone

Sr. No	Asset Type	Description	Quantity	Remarks

If any specified Accessories				

Internet & External Drive Access separate requisition. Categories: Software, Hardware & Cartridges

User Sign	HR & HOD(If it is Required)

Management Review & Approval(IF it is required)

Approved By IT	