**LAPTOP REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |
| **Employee No:** |  | **Project Type:** |  |

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Dear Employee,**

**Please fill the below as the Laptop Request Form and get it approved / signed by your line manager and department head.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | | **Name & Description of Asset** | **Reason for Request** | **QTY.** |
| **1** | **Example: Laptop plus accessories** | | **Example: I am working from home and would need the laptop to enable me complete my work from home.** | **1** |

**ENTITLEMENT QUESTIONAIRE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Reasons** | **RARELY** | **occasionally** | **REGULARLY** |
| **Computer mobility need** |  |  |  |  |
| **Permanent office space** |  |  |  |  |
| **Employee availability outside of working hours** |  |  |  |  |

**Department Head Assessment: --------------------------------------------------------------------------------------------------------**

**---------------------------------------------------------------------------------------------------------------------------------------------------**

---------------------------------------------------------------------------------------------------------------------------------------------------

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Asset User) (Approval) (Approval)**

**Name of Requester Dept. Head Responsible Executive**