FORMS

1. Tie up request form

- *Type of organisation and industry*
- *Proposed duration and timeline*

2. Leave request form

- *Add Department/divison*
- *Add reporting manager/supervisor name*
- *Add total number of days requested*
- *Add (processing) manager approval status (drop down)*
- *Add manager comments and conditions*
- *Add manager approval status (drop down)*
- *Add manager customer / conditions*

3. Permission request form

- *Add reporting manager/ supervisor name*
- *Add is this permission permanent or temporary?*
- *Add system project asset name*
- *Add urgency level*
- *Add potential impact of delay / denial*

- *Add (processing) approver department / role*
- *Add (pressing) date of approval /Denial &approver comments*
- *Add 11 policy / reference document (optional text / attachment)*

4. Wi-Fi request form

- *Add except is it physical address / GPS coordinates*
- *Add contact phone number (mandatory)*
- *Add required service level (eg critical/standard)*
- *Add(processing)network ID flash access point (AP)*

5. Gadgets request form

- *Add business justification / purpose of gadget*
- *Add required technical specifications (example Ram storage ,OS bracket)*
- *Add reporting manager/ supervisor name*
- *Had delivery location / department cost centre*

6. R&D Request form

- *Add strategic alignment /business need*
- *Add detailed budget breakdown (cost categories)*
- *Add keys milestones / checkpoint*
- *Address assessment (technical and market)*
- *Add reviewer/ manager signature (electronics / physical)*

7. Compliance related request form

- Add nature of concern (drop-down)categorisation
- Add affected business units/ processes
- Add date / time incident occurred or observed
- Add proposed to solutions / action required
- Add (processing) assigned complaints officer / legal counsel

8. Infosec audit request form

- *Add type of audit request (dropdown)*
- *Add justifications / risk rationale*
- *Add system classification (dropdown)*

- *Add required technical access (accounts / credentials)*
- *Add (processing) lead auditor assigned and start date confirmed*

9. Feedback form

- *Add area/department related to feedback (drop-down)*
- *Add severity/urgency of feedback (dropdown)*
- *Add specific feature/transaction/date(if applicable)*
- *Add rating /score(e.g., on a scale of 1-5)*

10. Ticketing support form

- *Add impact level (drop-down)*
- *Add issue type(drop-down)*
- *Add steps to reproduce issue*
- *Add expected outcome vs actual outcome*
- *Add(processing) service level agreement(SLA) category*

11. Service request form

- *Add impacted user/Asset(drop-down/text)*

- *Add business justification/why this is needed*
- *Add required approver name(eg manager, budget owner)*
- *Add required data is hard or flexible?(drop-down)*
- *Add(processing)cost center/budget code*

12. Newsletter subscription form

- Add(mandatory) email address
- Add(mandatory) subscription confirmation (checkbox)
- Add Frequency preference (drop-down)
- Add country/region(drop-down)

13. Membership request form –students

- *Add(mandatory) student email address (primary contact)*
- *Add expected graduation/membership end date*
- *Add areas of specific interests/skills(checkboxes)*

- *Add (mandatory) code of conduct/terms check box*

14. Membership request form- individual

- *Add current job title/company (optional but recommended)*
- *Add membership tier requested (drop-down)*
- *Add how did you hear about ?(Drop-down/text)*
- *Add(mandatory) declaration of eligibility/agreement checkbox*

15. Membership request form- corporates

- *Add corporate head office location / country*
- *Add primary business activity / industry(drop-down)*
- *At timeline for decision / on boarding*
- *Add decision*
- *And (Mandatory) acknowledgement of membership structure*

16. Lab setup tools request form

- *Add project / brand name (mandatory)*

- *Add interoperability requirements / existing system*
- *Add required installation / setup date*
- *Add urgency level(drop-down)*
- *Add(processing)asset tag / inventory ID (for admin use)*