**IT Items Borrowing Request Form**

APPLICANT INFORMATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  | Department: |  |
| Date of Apply: |  | Estimated Return Date: |  |
| Mobile Number: |  | E-mail address: |  |
| Purpose of Borrowing: |  | | | |

ITEMS REQUESTED:

|  |  |  |  |
| --- | --- | --- | --- |
| S.N. | ITEM | QUANTITY | REMARKS |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

APPROVAL: (Comments, Signature & date)

|  |  |
| --- | --- |
| Line Manager: |  |
| Manager of IT: |  |
| VP of Admin.: |  |

Finalized BY IT: **Meet request or not.**