 **IT Department**

Request Form

IT-F-4

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Badge No: |  | | | | | |
| Name: |  | | | | | |
| Department: |  | | | | | |
| Designation: |  | | | | | |
|  |  | | | | | |
| Type of Request: | Add |  | Change |  | Remove |  |

Request:

|  |  |  |  |
| --- | --- | --- | --- |
| **General Equipment Request** | | **Service Request** | |
|  | Fax |  | Setup E-Mail Account |
|  | Laptop |  | Setup Internet |
|  | Telephone Extension Line |  | Replace Accessory (specify): \_\_\_\_\_\_\_\_ |
|  | PC |  | Replace Hardware (specify): \_\_\_\_\_\_\_\_\_ |
|  | Printer |  | PC Troubleshooting |
|  | Other (Please specify) |  | Other (Please specify) |
|  |  |  |  |
|  |  | **Specific Service Request:** | |
| **Specific Equipment Request:** | |  | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Software Request:** | |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other IT Request:** | |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature: |  | Approved By:  (Head of Department) |  |
|  |  | Signature: |  |
| Date: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IT use only:** | | | |
| Remarks: | | Approved By: |  |
| Date & Signature: |  |
| Created By: |  | Applied By: |  |
| Date & Signature: |  | Date & Signature: |  |