|  |  |  |
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| cid:image001.png@01CB17B6.AC6F4090  Hardware Request Form | **IT Department** |  |

IT-F-6

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

Request

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Equipments Request** | | | | | | | | | | | | | |
| PC | | Processor: | |  | | | | | H.D: |  | RAM: |  | |
| Display: | |  | | | | | Other: |  | | | |
| Telephone | | Panasonic KX-T7665: | | | | |  | | Panasonic KX-T7633: | | | |  |
|  | | Panasonic KX-NT321: | | | | |  | | Panasonic KX-NT346: | | | |  |
| Printer | | Individual Use: | | | | |  | | Department Use: | | | |  |
| Black: | |  | Color: | |  | | Multi Functional: | | | |  |
| Specify: | |  | | | | | | | | | |
| Fax | | Specify: | |  | | | | | | | | | |
| Other Device | | Specify: | |  | | | | | | | | | |
|  | | | |  | |  | |  | | | | | |
| Comments: |  | |  | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **IT use only:** | | | |
| Ref.No: |  | Approved By: |  |
| Remarks: | | Date & Signature: |  |
| Created By: |  | Applied By: |  |
| Date & Signature: |  | Date & Signature: |  |