IT ASSETS REQUEST FORM (ONE ASSET PER FORM)

REQUESTER INFORMATION		
NAME:		TEL NO:
JOB TITLE:	SIGNATURE	ROOM NO:
DATE:		BADGE NO:

ASSETS REQUEST (PLEASE SELECT ONLY ONE ASSET)

☐ **B&W Network Printer (Minimum 3 Users)**

☐ **Color Network Printer (Minimum 3 Users)**

Installation Room NO: ……………………………….....

User Badge NO:

1 - ………………………………	2 - ………………………………	3 - ……………………………..
4 - ………………………………	5 - ………………………………	6 - ……………………………..

☐ **A4 Scanner (Must be connected to a PC)**   Installation Room NO: ……………………………….....

☐ **Desktop PC**

Installation Room NO: ……………………………….....

FOR PC ONLY

☐ Office   ☐ Classroom   ☐ Meeting Room   ☐ Library

JUSTIFICATION

…….....

AUTHORIZATION

DEAN OF …………………………………......…		
NAME ……………………………………….…	SIGNATURE	DATE

FOR IT DEPARTMENT USE ONLY

IT MANAGER RECOMMENDATION

…….....

NAME	SIGNATURE	DATE

IT DIRECTOR APPROVAL

☐ Approved	☐ Disapproved

Comments: ………

NAME	SIGNATURE	DATE

STATUS

COMPLETED BY	SIGNATURE	DATE

Comments: ………

☛ **NOTE: PERSONAL PRINTER FOR SINGLE USER NOT YET AVAILABLE**