

Al.Gihaz[®]

HOLDING

MAKING THE GOLDEN QUANTUM LEAP

Corporate Services
IT Department

IT Requisition Form

Branch: IPU
Employee Name: Mohammed Saleh
Position: Security Officer

Department: Security
Employee No.: 09124

Hardware & Software Requisition


| Sr No. | Item | Date | Reason |
|--------|------|------|--------|
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Other IT Facility Accession

- ☒ User Account User name:----- Password:-----
☐ Network Printer
☒ AlGihaz Email
☐ User ID (Great Plains)

- ☐ Internet
• Need Approval
• Justification

Order by Dept Manager

Name: Amjad Jaber 

Position: Construction Manager

IT Department Comment:

Priority: ☐ Urgent ☐ High Priority ☐ Medium Priority ☐ Low Priority

Employee signature

IT Manager