



# Al-Gihaz<sup>®</sup>

HOLDING

MAKING THE GOLDEN QUANTUM LEAP

Corporate Services  
IT Department

## IT Requisition Form

Branch: Al-Khobar

Employee Name: MARLON L. REANO

Position: SECRETARY

Department:

Employee No: 508411

### Hardware & Software Requisition

Sr No.	Item	Date	Reason

### Other IT Facility Accession

☐  
☐  
☒  
☐

User Account User name:

Network Printer

Al-Gihaz Email

User ID (Great Plains)

Password .....

☐

Internet

- Need Approval .....
- Justification .....

Order by

Direct Manager

Name:

Position:

IT Department Comment:

Priority:

☐ Urgent

☐ High Priority

☐ Medium  
Priority

☐ Low Priority

Employee signature

.....

Operations Manager

.....

Regional Manager

.....

IT Manager

.....

Engr. I. Ghanem