

**SRINIVASA
IT Asset Approval Form**

This request and approval form is to be completed by the concerned department and hand over to IT procurement of any IT asset.

Requester Name: -----

Department: _____

Company: _____

Location: _____

Request for: Laptop ☐ Desktop ☐ Data Card ☐ Software ☐ Ms office ☐

Tablet ☐ Mobile ☐ Printer ☐

Reason for the IT Asset Request: _____

Recommendation by IT (Specifications, Model, after evaluating the need and availability in market):

Model : _____ Processor: _____ Screen Inches : _____

Ram : _____ Hard Disk : _____ Budgeted Cost of IT Asset : _____

Budgeted Cost of IT Asset :-

Desktop \ Laptop price :- Rs _____ O/S : Rs _____ Ms office : Rs _____

etc:

Signature : _____
IT Recommendation

Date: _____

APPROVALS:

Signature : _____
Department Head

Date: _____

Signature : _____
Business Head

Date: _____

Signature : _____
Financial approval

Date: _____
