HR- Form 06

**New IT EQUIPMENT Request Form**

IT Form No:

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| **FOR EMPLOYEE’S USE ONLY** | |
| Name: Saqib Ali | Job Title: Associate Software Engineer G-III |
| Department: IT | Line Manager: Hamza Niaz |
| Date of Request:06/13/2023 | Employee No. |
| Requirement:  Hardware  Software | Hardware:  Replacement  New |
| Name of Hardware/ Software: Laptop | Previous equipment’s Allotment Date: |
| Nature of Use:  Individual  Departmental | Scope of Use:  Within Office Time  Outside Office Time |
| Reason for Requirement: My current laptop doesn’t meet the minimum requirement for development It is very slow and I can’t keep my work rhythm. It kept lagging all day. I have to turn it off, again and again, to make it work. | |
| Employee Signatures: ***Wajahat Jamil*** | |

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| **FOR LINE MANAGER USE ONLY** | |
| Manager’s Name: | Department: |
| Need status:  Normal  Urgent | Date of Approval: |
| Remarks: | |
| Line Manager’s Signatures: | |

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| **FOR IT ADMINISTRATOR’S USE ONLY** | |
| Approved:  Yes  No | Availability:  In-stock  Out-of-stock |
| Time required for allotment\*: | Previous equipment received: |
| Remarks: | |
| IT Manager/ Administrator’s Signatures: | |