



ITR 001 - REQUISITION IT ASSETS

Date: _____

Name:	ID	Designation:
Business Pillar/ Unit:		Region (North / Center / South):
Department:		Reports To:
Office (Location):		Mobile No:

Note. Tick appropriate fields, where required. Employee Sign: _____

COMPUTER				
DESKTOP	LAPTOP	Required Specifications:		
		No. of items:	Expense Budgeted (Yes/ No):	Budgeted Amt (CFY):
		Purpose / Justification:		
UNDERTAKING BY RECIPIENT(In case of new Laptop)		1. I hereby confirm that an official Laptop is required in execution of my duties. 2. I agree to adhere to BF Laptop policy. 3. I give my consent/authorization that in case of my separation from the employment, BF shall be entitled to directly deduct outstanding balance from my final settlement or I will clear the dues by myself as per BF Laptop policy(Article 4.8).		
Date: _____		Employee Sign: _____		

PRINTER / SCANNER				
PRINTER	SCANNER	Required Specifications:		
		No. of items:	Expense Budgeted (Yes/ No):	Budgeted Amount (CFY):
		Purpose / Justification:		

HEAD OF THE DEPARTMENT

Rank/ Name: _____ Designation: _____

IT Asset Rec/ Not Rec _____ HoD's Stamp & Signatures: _____

MANAGER(IT)

Remarks: _____

MIT Stamp & Signatures: _____

HEAD OF IT DEPARTMENT

Remarks: _____

IT Asset Rec/ Not Rec for Approval _____ Head of IT Stamp & Signatures: _____

MD / DMD

Remarks: _____

IT Asset App / Not App _____ MD / DMD Stamp & Signatures: _____

ACTION BY IT DEPARTMENT

Requisition Received By: _____ Requisition Received On: _____

Details of IT Asset Provided: _____ IT Asset Provided On: _____

OEM's S No: _____ Brand / Model: _____

Specs: _____ MIT Signatures: _____
