

ITR-012 - REQUISITION – IT COMPLAINT

Instructions:

1. Official IT Assets purchased/ provided by BAHRIA Foundation will be admitted.
2. Personal Devices/ Gadgets will not be entertained.

EMPLOYEE DETAILS

Rank/ Name: _____ Designation: _____
 Business Unit/ Pillar: _____ Region (North/ Center/ South): _____
 Department: _____ Device Status: OFFICIAL
 Device(s) Type (Desktop PC/ Laptop/ Printer/ Scanner/ Other): _____
 Nature of Complaint: _____

 Contact: Office: _____
 Mobile: _____ User's Signatures: _____

HEAD OF THE DEPARTMENT / LINE MANAGER

Rank/ Name: _____
 Designation: _____
 Remarks(if any): _____ Stamp & Signatures: _____

IT DEPARTMENT

Requisition Received By: _____ Requisition Receiving Date: _____
 Details of IT Accessory Provided: _____ Item(s) Provided On: _____

Item(s) provided from **IT INVENTORY:**

S No	Item Description	Remarks
1		
2		
3		

Item(s) **PURCHASED / REPAIRED:**

S No	Item Description	Vendor, Invoice No & Date	Cost	Remarks
1				
2				
3				

IT Accessory handed over/ received in good working condition.

User's Signatures: _____ Manager(IT) Signatures: _____