



I.t. New Hardware / New Software Request

Request #:ITNHS \ \

Request Name: _____ Employee No.: _____
Department: _____ Date: _____

New Hardware \ Devices \ Peripherals*

- | | | |
|---|--|---|
| <input type="checkbox"/> PC | <input type="checkbox"/> Laptop* | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> Keyboard | <input type="checkbox"/> Mouse | <input type="checkbox"/> Telephone Device |
| <input type="checkbox"/> Monitor | <input type="checkbox"/> Modem | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Network Related Devices | <input type="checkbox"/> Printer Cartridges |
| <input type="checkbox"/> Server Related Devices | | |
| <input type="checkbox"/> Other | | |

Descriptions:

New Software \ Application*

Name of Software / Application : _____
Version: _____
Other Details / URL: _____
Type: Freeware* Evaluation Copy* Full Version**

Availability

- | | | |
|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Purchase through Vendor / Supplier | <input type="checkbox"/> Download | <input type="checkbox"/> Box Shipment |
| <input type="checkbox"/> Online Purchase | | |

Descriptions:

Requestor's Signature	Signature of Requestor's Manager

*Subject to the verification of I.T. Department

** Subject to the verification of Administration department and Policy of First Finance

For Administration Department	Signature

For I.T. Department	Signature of I.T. Manager

Action Taken by I.T. Department	Signature

Request Completion

Attended by	Date	Remarks	Signature