

(This form is used by IT Department only In case of any equipment; materials need to send out side of office directly by the IT department for repair/maintenance and replacement....etc.)

Please use separate form for separate requisition

Date: ____/____/____
DD / MM / YY

Ref: **CWG/IT/**
$$\begin{array}{|c|c|c|c|c|c|} \hline & & & 1 & & \\ \hline \square & \square & \square & \square & \square & \square \\ \hline \end{array} - \begin{array}{|c|c|c|c|} \hline & 1 & & 1 \\ \hline \square & \square & \square & \square \\ \hline \end{array}$$

Particulars of Receiver

Organization/Person: _____

Address: _____

Tel: _____ **Fax:** _____ **Mobile** _____ **Email:** _____

Contact Person (In case of Emergency): _____ **Contact No:** _____

Purpose:

[illegible]

Note (if any):

Authorized by (IT personal/Representative):

Name: _____

Designation:_____

Signature_____

Date: _____

Receiver (Vendor/Representative):

Name: _____

Designation: _____

Contact No.: _____

Signature_____

Date: _____