

IT Supplies Request Form



Date Request : _____

Branch / Unit Name : _____

Branch Code : _____

Total Active SCs : _____

Branch working since : _____

Required Items	Quantity	Description	Existing quantity if have
Computer			
LCD			
Printer			
Scanner			
UPS			
Keyboard			
Mouse			
Internet Connection DSL			
Others, please list down			

Branch Manager Comments : _____

Branch Manager Approval : _____ Date: _____

National Sales Director Approval : _____ Date: _____

Technology Head Approval : _____ Date: _____

Please Note that no prior purchasing will be approved until and unless you submitted this form. You should use this form for any IT requirements to **Technology Dept** or if have any query please email to tech@efulife.com