



## Computer/ IT Equipment Requisition Slip

Department /Block:..... Date:.....

User Name:..... Designation:.....

Purpose: .....

Item 1. .... 2.....

Item 3. .... 4.....

Item Specification:.....

**Signature of User/Authority**

**(Approved by Signature)**

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### For Office / Department Use Only

Issuing Date: .....Issued from: .....

Item Description: Brand .....Model: .....

Specification: .....

Quantity: .....

**(Signature of Issuing Authority)**

Received By: .....

Remarks if any:.....

**(Receiver's Signature)**