



COMPANY IT EQUIPMENT REQUEST FORM

Platinum Motor Park, North Bradley, Trowbridge BA14 0BJ

This form must be used when requesting IT Equipment, New computers, Upgrades, Peripherals.
Once completed in full, it must be sent to the **I.T. Department** for processing.

Please use BLOCK CAPITALS

Personal Details

Surname: **Forename:**
Job Title: **Location:**
Dept: **Employment Commenced:**

Please tick box

Hardware Items/PC Software Items/Microsoft Office Other (Give details below)

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Please tick box

DETAILS OF ITEMS REQUIRED

Why do you require these item/s and for what purposes?

Is this New Equipment? Is this Additional Equipment? Replacing Faulty Equipment

Managers Signature: **Print Name:**

Date:

IT Managers Signature: **Date:**

NO ITEMS WILL BE ORDERED UNTIL THIS FORM HAS BEEN RECEIVED BY HEAD OFFICE

For office use only:

Order Number: **Date Order Placed:**

Authorised By: **Date Required:**