

RNG IT Purchase Request Form

Person request : _____ Position : _____
 Department : _____ Contact : _____

Software:

☐ Microsoft Product ☐ Adobe Product ☐ Antivirus
☐ _____

Hardware:

☐ PC Set ☐ Notebook ☐ CPU ☐ Monitor ☐ Keyboard/Mouse
☐ Printer ☐ CCTV ☐ Network ☐ _____

Remark:

Prepared By	Verified By	Approved By
Signature: (Person Request)	Signature:	Signature:
Date:	Name:	Name:
Date:	Date:	Date:

FOR OFFICE USE (IT DEPARTMENT)

Received By	Settled By	Remark
Signature:	Signature:	
Name:	Name:	
Date:	Date:	