

IT Purchase Request Form

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|---|---|--|
| ☐ GINTELL (M) SDN BHD | ☐ GINTELL (T) CO. LTD | ☐ ERACARE VIETNAM CO. LTD |
| ☐ GINTELL (BORNEO) SDN BHD | ☐ GINTELL (S) PTE LTD | ☐ _____ |
| ☐ GINTELL (B) SDN BHD | ☐ ERACARE PHILIPPINES INC. | |

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:	Signature:	Signature:
(Person Request)	Name:	Name:
Date:	Date:	Date:

FOR OFFICE USE (IT DEPARTMENT)

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