**LAPTOP REQUISITION FORM**

[Please tick(✓)CNR Laptop Distribution Scheme🖵 | Laptop under project fund🖵 | High-end laptop🖵]

*To Be Filled in by the Employee*

| **Name** |  |
| --- | --- |
| **Department** |  |
| **Designation** |  |
| **Employee ID** |  |
| **Mobile No** |  |

**I agree to abide by the policies, rules and regulations provided by the ICT section. I will be fully responsible for all usage of these services.**

**Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I agree that this employee has successfully completed the five (5) years term and now he/she is eligible to apply to buy a new laptop. I also agree to hold the employee accountable for any improper use of these services.**

*To Be Filled in by the IT Officer*

| **Recommendation from ICT ( Accept/Reject)** |  |
| --- | --- |

**IT Officer Signature & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**