

IT REQUISITION FORM

FOR REQUESTER USE

Requesting Location			
Required hardware/software			
Temporary or Permanent			
Requirement due to new work/expansion of work			
Description of work proposed to be done (Please provide a detailed justification)			
Usage hours per day			
Why can't an existing device share this work ? Or why can't existing software fulfil this work ?			
Requested By (Name)		Request Date	
Approved By (Name)		Approval Date	

The duly filled requisition should be sent to IT @ techsupport@oecrecords.com

FOR IT USE

Evaluation Details			
Final Recommendation			
Evaluated by (Name)		Evaluation Date	

FOR VP – IT USE

Decision (Yes/No/Hold)			
Decision By (Name)		Decision Date	