



INDIAN INSTITUTE OF TECHNOLOGY BHILAI

Computer and Peripheral's Requisition form for Employee

Reference No. (office use)

Date:

Name :

ID Number :

Designation :

Department/Section :

Contact Number :

Equipment Request ☐ Laptop ☐ Desktop
Others (if any)

Preferred operating system :

Software's requirement :

Forwarded by (FIC/HOD please tick ✓):

Name:

Signature of Employee

Signature:

Approved / Not Approved

Signature of Head of Unit (ITIS)

To be Used by ITIS Department

Monitor S/No :

Keyboard S/No. :

Mouse S/No. :

Laptop S/No. :

CPU S/No. :

Wireless Adapter S/No. :

Date of issue :

Issued By (Emp. Name) :

Received by (Emp. Name) :, Signature with date: