



MCKRU

Mir Chakar Khan Rind University Sibi

Forever Learning , Through Knowledge and Hardwork

INFORMATION TECHNOLOGY SECTION

IT EQUIPMENT REQUISITION FORM

Requisitioning by: _____

Date: _____

Designation: _____

Department: _____

Instructions:

1. It is necessary for all the employees to ensure that the system are used in the most efficient way.
2. Users are directly responsible for computer system, "the system" means both the equipment and the data.
3. Equipment allowed to the officers can be shared or handed over to the subordinate for sectional use as and when required.
4. Requirements of IT resources should be recommended by the reporting officer and endorsed through concerned head before being routed to the IT department.
5. IT equipment shall be issued to the users on sectional demand subject to the availability ;

Item(s) required:

Justification:

Recommended by Department/Section Head: _____

**Authorized Signatory
(Person Requesting)**

**Authorized Signatory
(Approver)**



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