

Office Equipment Requisition Form

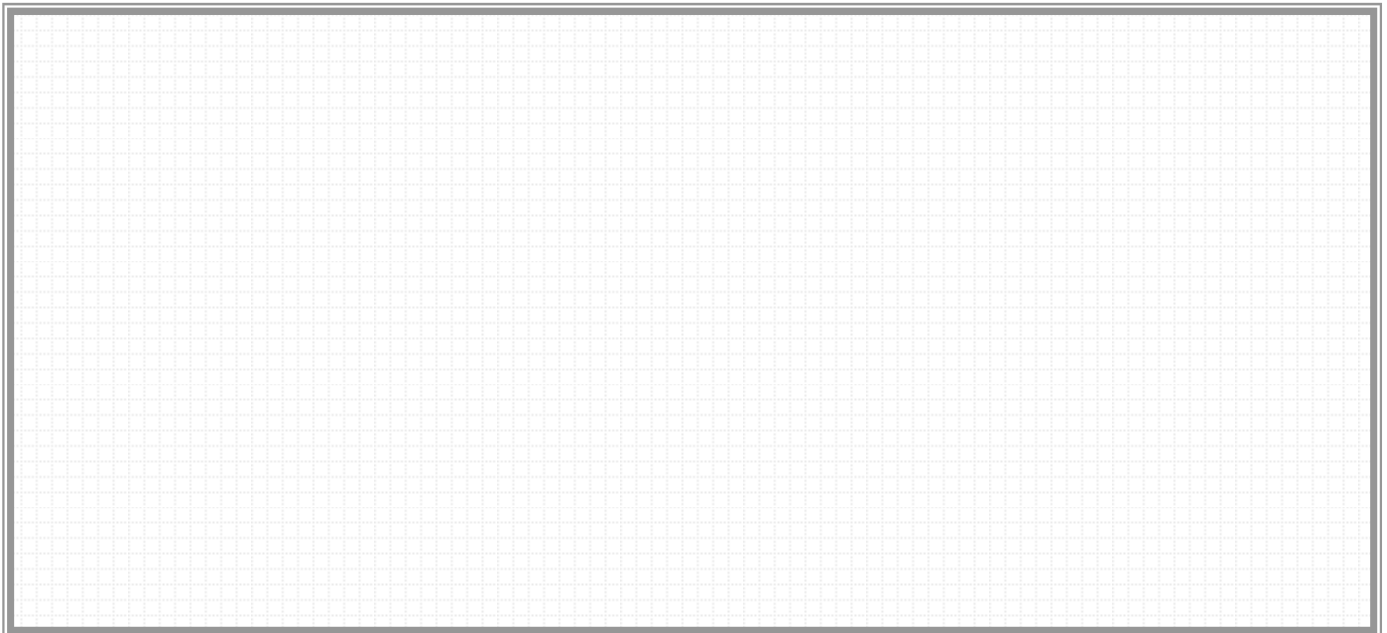
Format no.

SELECT TYPE OF EQUIPMENT REQUIRED	
Desktop Computer / Laptop	
Printer : Black & white / Color	
Phone : Mobile Phone / Desk Phone	
Phone line	
Computer Program	
Office Chair	
Stationery	
Letter Pad	
A4 Size Papers box / A3 Size Papers	
Office Table	
Black File : Spring / box file	
Other Requirements:	

If others:

Specify Selected Item(s)

If any Specific Requirements like Special table / Desk / Area modifications / Filing System / Cabinet or any other requirements – Drawing attach:



Requester Signature:

Approved By