



**I.T Maintenance Request Form**

Dated: \_\_\_\_\_

Ref. # \_\_\_\_\_

Name \_\_\_\_\_ Designation \_\_\_\_\_

Department \_\_\_\_\_ Equipment \_\_\_\_\_ Location \_\_\_\_\_

Quantity \_\_\_\_\_ Serial no. \_\_\_\_\_

Issue / Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**HoD Signature**

.....  
**FOR I.T USE**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Detail of Hardware \_\_\_\_\_

\_\_\_\_\_

Current Status \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Hardware Custodian**

\_\_\_\_\_  
**Director IT Administration**

.....  
**Job Verification by Concerned Department**

Verified by: (Name) \_\_\_\_\_ Designation \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_