

**FORMULIR PERMINTAAN
PERANGKAT IT / IT DEVICE REQUEST FORM**

Tanggal : / /

Informasi Pemohon / Requester Information :

- | | | |
|---|---|-------|
| 1. Nama Pemohon / <i>Name of Requester</i> | : | _____ |
| 2. ID Badge | : | _____ |
| 3. Departemen/Divisi / <i>Department/Division</i> | : | _____ |
| 4. Jabatan / <i>Position</i> | : | _____ |
| 5. Telp / <i>Phone Number</i> | : | _____ |
| 6. Alamat Email / <i>Email Address</i> | : | _____ |

Informasi Perangkat yang Diminta / Requested Device Information :

1. Jenis Perangkat / *Type of Device* :
- | | |
|----------------------------------|--|
| ☐ Laptop | ☐ Scanner |
| ☐ PC | ☐ Mouse / Keyboard |
| ☐ Monitor | ☐ Perangkat Keras Lainnya |
| ☐ Printer | _____ |

2. Spesifikasi Teknis / *Technical Specifications* :

3. Keperluan Khusus (Jika Ada) / *Special Requirements (If Any)* :

4. Catatan Tambahan / *Additional Notes* :

Request by,	Dept. IT	HOD	Management
			
Date :	Date :	Date :	Date :