



NITOL – NILOY GROUP

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Dhaka - 121, Bangladesh.
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LAPTOP REQUEST FORM

ID #: _____ Name : _____ Division/Dept: _____

Address (Permanent): _____

(Office) : _____

Mobile No: _____ E-mail: _____

**Justify the Requirement:
(In Short Form)**

1.
2.
3.
4.

Primary Purpose: Basic Office Use: Graphics Works: Home Use: Others:

Laptop Type requested: Screen Size _____

Brand	Hard Disk	RAM	Monitor	Processor	Others
HP	_____ GB or more	_____ GB or more	_____ inch to _____ inch		
ASUS					
LENOVO					
DELL					
Others					

Applicant Signature & Date: _____

Official Use

CBO/Head of Division’s Opinion/Remarks: _____

IT Division : _____

HRD : _____

Procurement Division : _____

Accounts/Finance Division(For Record) : _____

Management’s Decision (As Applicable) : _____