**Capital Item Purchase Request (Hardware and Software) -(الأجهزة و البرامج) طلب شراء بند أساسي**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:** |  |  |  | **اسم مقدم الطلب:** |
| **Department Name:** |  |  |  | **اسم الإدارة:** |

Hardware – الأجهزة Software – البرامج والتطبيقات

Please select the order item:

|  |  |  |
| --- | --- | --- |
| Desktop Application | Item – البند | Quantity - الكمية |
| Adobe Acrobat Professional [ ]  |  |
| Right FAX [ ]  |  |
| Call Pilot [ ]   |  |
| Teammate [ ]   |  |
| Kyocera [ ]   |  |
| DMS [ ]   |  |
| CMatis [ ]  |  |
| Primavera [ ]  |  |
| Microsoft Project [ ]  |  |
| Microsoft Visio [ ]  |  |
| PeachTree [ ]  |  |
| JIRA/Confluence [ ]  |  |
| NAMA Apps [ ]  |  |
| Business Object [ ]  |  |
| Business Application | Financials [ ]  |  |
| Inventory [ ]  |  |
| Report [ ]  |  |
| Purchase Order [ ]  |  |
| Property [ ]  |  |
| Marketing [ ]  |  |
| Sales [ ]  |  |
| Maintenance [ ]  |  |

|  |  |
| --- | --- |
| Item – البند  | Quantity - الكمية |
| Workstation [ ]  |  |
| Monitor [ ]  |  |
| Printer [ ]  |  |
| Scanner [ ]  |  |
| Notebook [ ]  |  |
| IP Telephony [ ]  |  |
| Keyboard& Mouse set [ ]  |  |

Other:

Approvals: : الإعتمادات

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **\*Requested by:** |  | **Department Head** |  | **IT Approval:** |  | **CFO Approval:** |
|  |  |  |  |  |  |  |
| [Requester’s Manager] |  | [ Department Head ] |  | IT Head |  | CFO |
| 27-Feb-24 |  | 27-Feb-24 |  | 27-Feb-24 |  | 27-Feb-24 |

**\*Implemented by: on / / 20 .**