**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 .**