



## REQUISITION FORM FOR MOBILE PHONE

|  |              |                    |  |
|--|--------------|--------------------|--|
| Employee Name:   |              | Designation:       |  |
| Department Name:   |              | Reporting Manager: |  |
| Handset Type required:   | Smart Phone: | Non Smart Phone:   |  |
| Purchase Cost:<br>(As per Mobile Policy)   |              |                    |  |
| Monthly Plan:  |              |                    |  |
| Reason for Mobile Phone Requisition:<br>(Please specify the activities for which the mobile phone would be used) |              |                    |  |

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver's Signature:

\_\_\_\_\_  
HOD

\_\_\_\_\_  
HR Head

\_\_\_\_\_  
Accounts