NEW-USER-REQUEST-OR-PROCUREMENT FORM

Summary: It can take up to **10 business days** to complete the below request once a director has signed the below form and the signed form are attached and submitted by email to mailto:support@jectech.co.za

- **Step 1:** Please plan accordingly by ensuring the request is submitted 10 days before.
- **Step 2:** Please complete the below form selecting the options you require.
- **Step 3:** Please sign the form as the requester and submit to divisional head for signed approval.
- **Step 4:** Once submitted a quotation will be provided, approval by director required before proceeding.

Date Requested		**Requested by**	
Date Required		**User's First**	
Division/Company		**User's Last**	
Location/Branch		**Mobile Number**	
Contract Number		**User's Job Title**	
Manager			

Item	✓/☐	Includes
Basics		
User Account (Required)		Email, Core CAL, Office 365 (Excel, Outlook, OneNote, OneDrive, PowerPoint, Publisher, Teams, and Word), and Windows 10.
Other Application		CRM system (Accounting/Procurement)
Hardware		
Standard		15" laptop, laptop charger, USB mouse and laptop bag.
Large Laptop		17" laptop, laptop charger, USB mouse and laptop bag.
Desktop Setup		24" Screen with a wired/wireless keyboard & mouse
Other		Tablet / Mobile Device: **Specify:**
Please Note: The desktop setup must be accompanied by a laptop request if the user does not		
Additional Software		
Adobe Pro		Adobe Acrobat Professional install and single user license.
AutoCAD		Autodesk AutoCAD install and single user license.
MS Projects		Microsoft Projects Standard install and single user license.
MS Visio		Microsoft Visio Standard install and single user license.
Additional requirements:		
Reason for requirement:		

Authorized by	Name	Signature	Date
Requester			
Head of department			
Divisional Director			
CFO (Required)			