## **New Hire Equipment Request Form**

| Employee Name               |
|-----------------------------|
|                             |
| Job Title                   |
|                             |
| Department                  |
|                             |
| Start Date                  |
|                             |
| Select Equipment Needed     |
|                             |
| Laptop                      |
|                             |
| Monitor                     |
|                             |
| Keyboard                    |
|                             |
| Mouse                       |
|                             |
| Docking Station             |
|                             |
| Headset                     |
| Additional Requests / Notes |
|                             |
|                             |
|                             |