


<div><div>Pon Pure Chemicals Group catalyzing your growth</div></div> <div>Pon Pure Chemicals Group</div> <div>Employee Asset Purchase Requisition Form</div>					
Name of the Employee		Date of Application			
Employee ID		Department			
Designation		Location			
Bank Name:		Account Number:		IFSC Code:	
Please tick (✓) Mark the applicable column for Assets					
		TAB	Mobile Handset	Laptop	
				Data Card	
				Others (Specify)	
Asset to be Purchased (✓) Now					
		First Time			
Purchasing for (✓)			Reason:		
		Replacement	Reason:		
Maximum eligible amount as per the Prevailing Policy (Only for Mobile Handset) : Rs.					
		TAB	Mobile Handset	Laptop	Data Card
					Others
If Replacement, Last Purchase Date :					
Employee's Signature			Commercial In-Charge / Reporting Authority's Verification		
			Name:		
			Signature:		
Branch Manager / Regional Manager / DGM / GM / HOD / Reporting Authority Comments for Providing the above said Asset			Branch Manager / Regional Manager / DGM / GM / HOD Approval		
Comments:			Name:		
			Signature:		
For Head-Office Use Only					
For Mobile Handset Purchase:					
EXISTING EMPLOYEES: Verification and Approval by Accounts Department			NEW EMPLOYEES: Verification and Approval by HR Department		
Mobile Handset Request ID		Date of Verification			
Amount Approved		Amount Approved			
Other Remarks		Other Remarks			
Accounts Manager's approval with date		HR's Approval			
Remarks for other assets purchase:					