

Annexure – II

Request for Laptop Purchase (Personal Use)

1.	Name of the applicant	_____
2.	Nature of relationship with SMU	Employee / Regular Student
3.	Employee Code / Registration number	_____
4.	Designation	_____
5.	Date of Joining (For Employees)	
6.	Institution	SMU / SMU-DDE / SMIMS / CRH / SMIT
7.	Number of Laptops	<input type="checkbox"/> (a) One Laptop <input type="checkbox"/> (b) Two Laptops (Applicable only to Employees)
8.	a. Specification for Laptop (1)	<input type="checkbox"/> L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4
	b. Specification for Laptop (2) (applicable only if 7 (b) is selected)	<input type="checkbox"/> L1 <input type="checkbox"/> L2 <input type="checkbox"/> L3 <input type="checkbox"/> L4
9.	Payment terms	<input type="checkbox"/> P1 <input type="checkbox"/> P2 (Only Applicable for employees who have completed three years of Service with SMU / constituent Units)
10.	Upgrade Warranty to 4 th and 5 th Year	<input type="checkbox"/> NO <input type="checkbox"/> YES (Rs. 9,080/- per Laptop)

I have read the terms and conditions mentioned in the communication along with this form. If I have selected option P2 I agree to the deduction of Interest from my salary on a monthly basis at the rate of 13% per annum for the outstanding amount. I understand that this is an irrevocable order and there shall be no cancellation of the order possible.

(Signature of the applicant with Name printed)

(Signature of the HOD with Name printed)

(Signature of the HOI with Name printed)

[For Office Use]

Details of Payment received:

Cheque / DD Number	_____
Amount received	_____
Post Dated Cheques received, (mention number and amount of the cheques received)	<input type="checkbox"/> YES
Payment Received By	_____ (Signature of the employee from Payroll Dept. with date and Name printed)

Note: Copy to be sent to HR and Finance Departments of SMU (to be maintained in Files). For clarification on employee related details, feel free to contact the HR department. One fully filled copy to be given to the customer.