# C:\Users\mmartenis\AppData\Local\Microsoft\Windows\INetCache\Content.Word\PremierLogofromCG.JPG

# Premier Magnesia, LLC Employee Technology Request

The Employee Technology Request is required for any technology related needs.   
Verbal and email requests will not be accepted

Please fill out completely and check all that apply:

**Employee Information:**

Name: Start/Termination Date:

New Employee  Terminate Employee

Salaried  Hourly

Office Location (Main, Repack, etc. Click here to enter text.)

**Hardware:**

Laptop  Desktop  Thin Client

**Telephone:**

Desk Phone Extension:

**System Access**  Add  Remove**:**

Email

XA/Infor Name of person to copy XA access from: Click here to enter text.

Printer used for XA and location: Click here to enter text.

**Software Request**

Name of Software: Click here to enter text.

**List Mapped Drive Folders and Type of Access:**

Read Only  Modify Driver Letter and Folder Name: Click here to enter text.:

Read Only  Modify Driver Letter and Folder Name: Click here to enter text.

Read Only  Modify Driver Letter and Folder Name: Click here to enter text.

Read Only  Modify Driver Letter and Folder Name: Click here to enter text.

Read Only  Modify Driver Letter and Folder Name: Click here to enter text.

**Other:** Click here to enter text.

**Approvals**: Supervisor Manager

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Received Date:\_\_\_\_\_\_\_\_\_ Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_