

| | | |
|-------------------|---|---------------------------|
| GA Division IT | IT Installation/ Repair Request Form | TMF-G0052 Version 2.00 |
|-------------------|---|---------------------------|

2024 - 01 - 08
 Date of Request

2024-01-08
 TEMPLE, CHARISSE L.
 NAME & SIGNATURE
 Prepared By:

2024-01-09
 JOYCE ANNE IDYES
 NAME & SIGNATURE
 Local Supervisor/Manager

2024-01-09
 NAME & SIGNATURE
 Japanese Department Manager

Name of User: CHARISSE L. TEMPLE
 I.D No.: 010815
 PC Name/No: TFX00736
 Div/Dep't: PC/PURCHASING
 Position: JUNIOR STAFF

| | | | |
|--|--|--|--|
| Select the purpose of Application | <input type="checkbox"/> For New PC Issuance Request | <input checked="" type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TMF-G0051 form</small> | <input type="checkbox"/> System Registration and Job Request |
|--|--|--|--|

☐ Cybozu/Garoon
☐ E-Mail
☐ Domain ID
☐ PC Reset/Reformat
☐ SAP
☐ Change of PC User
 previous user/I.D No.: _____

☐ Wireless Network
☐ LAN Cable Assembly/Installation
☐ MS Teams Account
☐ Documentum/Astrux System
☐ Toss System
☐ current user/I.D No.: _____

☐ File Server Drive
 (specify) _____

☐ (purpose) _____

☐ Transfer of PC
 from dep't _____

☐ to dep't _____

☐ Software
 (specify) _____

☐ (purpose) _____

☐ Others
 (specify) _____

☐ Firewall Policy

(Select Policy Level Number)

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select from: | 1 | 2 | 2A | 3 |
| | | | | 3A |

Reason for Application : DAMAGE LCD / NO DISPLAY

Policy Validity Period

Date From (yyyy/mm/dd)

Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

Requests Performed by: ORVILLE PAU ALMAGUER

IT MEMBER

2024-01-10 14:15
Date and Time of Execution

Related Document:TMF-G0051

*It is permitted to use this form in both electronic and hard copy.

*The user have to check and compare versions, effective date and sub master information before printing.