IT Installation/ Repair Request Form
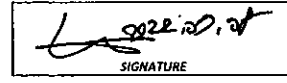
| | **Date of Request** |
| | 2022-07-06 |

Local Supervisor/Manager   Japanese Department Manager

Name: ____SUGAR PAY WUIB____

I.D No. ____6883____

PC Name/No: ____TF X C0824____

Div/Dep't: ____MO____

Type of Installation   ☐ (Entry)   ☐ (Exit)
           (For Install)   (For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon   ☐ Wireless Network

☐ E-Mail   ☐ LAN Cable Assembly/Installation

☐ Active Directory   ☐ PC Reformat

☐ Siam System   ☐ Documentum/Astrux System

☐ Data Surfing   ☐ Toss System

☑ Change of PC User   TFC 8188   ☐ SAP
     previous user/I.D No.: ~~6883~~   current user/I.D No.: TFC 6883

☐ 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) ( )   *Select from 1, 2, 3, 4*

Reason for Application _____

____Additional____ ____Computer____ ____of____ ____the____

____MU____ ____Technical____ ____Group____

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: ____GUSETTE B. URBANO____   _____
                         IT MEMBER   *Date and Time of Execution*