

GA Division IT	<b>IT Installation/ Repair Request Form</b>	TMF-G0052 Version 2.00
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2024-03-19  
 Date of Request

2024-03-19  
**PRINCESS CASTRO**  
NAME & SIGNATURE  
 Prepared By:

2024-04-01  
NAME & SIGNATURE  
 Local Supervisor/Manager

2024-04-02  
NAME & SIGNATURE  
 Japanese Department Manager

Name of User: Princess Castro

I.D No.: 009115

PC Name/No: ACER(TFXC0372)

Div/Dep't: P.E./IMPROVEMENT

Position: WORKER III

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
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☐ 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

☐ 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"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 2A	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 3A
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Select from:

Reason for Application : Old laptop and keyboard malfunction

**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:** SUSETTE STURBAN  
IT MEMBER

2024-04-12  
**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.