IT Installation/ Repair Request Form

Record Control NO. :

2023 - 11 - 07

Date of Request

NAME & SIGNATURE	NAME & SIGNATURE	NAME & SIGNATURE
Prepared By:	Local Supervisor/Manager	Japanese Department Manager

Name of User: LUCY MARIE N. PUJERA

I.D No.: 008551

PC Name/No: TCFX0651

Div/Dep't: QA / QC - Nitrope

Position: JUNIOR STAFF

Select the purpose of Application	For New PC Issuance Request	☐ (For PC replacement request) If you check here, attached the signed TCF-G084 form	☐ System Registration and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon   ☐ Wireless Network

☑ E-Mail   ☐ LAN Cable Assembly/Installation

☐ Domain ID   ☐ MS Teams Account

☐ PC Reset/Reformat   ☐ Documentum/Astrux System

☐ SAP   ☐ Toss System

☐ Change of PC User
     previous user/I.D No.: _____ current user/I.D No.: _____

☐ File Server Drive
     (specify) _____ (purpose) _____

☐ Transfer of PC
     from dep't _____ to dep't _____

☐ Software
     (specify) _____ (purpose) _____

☑ Others   (specify) qa.wire-ph@toyoflex.com

☐ *Firewall Policy*
     (Select Policy Level Number)   ☐   ☐   ☐   ☐   ☐
              Select from: *1*   *2*   *2A*   *3*   *3A*

Reason for Application : TO UPDATE E-MAIL ADDRESS BASE IN THE ASSIGNED AREA.

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:	REY DAGATAN	2023-11-15 9:40
	IT MEMBER	*Date and Time of Execution*

Related Document: TCT-007 & *TCF-G084*