

# IT Installation/ Repair Request Form

Date of Request

2022-06-16

*[Signature]*  
2022-06-16  
NOSU CAPAD  
SIGNATURE  
Local Supervisor/Manager

*[Signature]*  
2022.06.16  
SIGNATURE  
Japanese Department Manager

Name: JILLIAN DRESCAGO

I.D No. 009487

PC Name/No: Jillian/TFX0189

Div/Dep't: Production Control

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

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ 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) SAP Communication (TEAMS)
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application \_\_\_\_\_

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: *[Signature]* 2022-06-16  
IT MEMBER Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		