


IT Installation/ Repair Request Form

Date of Request

2022-10-11


Local Supervisor/Manager


Japanese Department Manager

Name: JONILY IRISAWA

I.D No. 011516

PC Name/No: TFXC0861

Div/Dep't: HR

OK

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) ① HR Forms ② HR Project → all assup dn above → easy access of forms
→ HR only → for project
- ☐ 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 _____

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: _____ IT MEMBER _____ Date and Time of Execution _____

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