

IT Installation/ Repair Request Form

Date of Request

2021-07-06

MR. HIROYUKI KAZUMA

TAKAFUMI MATSUNAGA

SIGNATURE

Japanese Department Manager

AMADITO ORTIZANO

SIGNATURE

Local Supervisor/Manager

Name:

LADY NILA SANSABA

I.D No.

9251

PC Name/No:

TFXC0475

Div/Dep't:

GA-HK

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)

MS Teams authorization

☐ Firewall Policy

(Select Policy Level Number) ()

Select from 1, 2, 3, 4

Reason for Application

For HR Meetings

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 SURBANO

IT MEMBER

2021-07-06

Date and Time of Execution

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		Approved by:	TAKAFUMI MATSUNAGA		2 YEARS