

IT Installation/ Repair Request Form

Date of Request
2022-05-16

[Signature]
Local Supervisor/Manager

[Signature]
Japanese Department Manager

Name: MARY JANE A. LAZACA
I.D No. 005976
PC Name/No: TFXC0033
Div/Dep't: CAR PARTS / PSD

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

- ☐ R-Pics System ☐ Wireless Network
☐ Cybozu/Garoon ☐ LAN Cable Assembly/Installation
☐ E-Mail ☐ PC Reformat
☐ Active Directory ☐ Documentum/Astrux System
☐ Siam System ☐ Toss System
☐ Data Surfing ☒ SAP
☐ 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 TEAMC
☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application USING FOR SAP

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]* Request Approved 2022-05-17
IT MEMBER Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	