

## IT Installation/ Repair Request Form

Date of Request

2021-05-26

2021-05-26  
 JENNIFER COLABAR  
 SIGNATURE  
 Local Supervisor/Manager

2021-05-26  
 RYUSUKE SATO  
 SIGNATURE  
 Japanese Department Manager

Name: ANGELES, KEVIN F.I.D No. 009488PC Name/No: TFX60527Div/Dep't: PLM

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) to use usb and micro SD card for Image transfer using  
Digital camera. (used for production documentation)
- ☐ Firewall Policy  
 (Select Policy Level Number) ( ) Select from 1, 2, 3, 4

Reason for Application Used for picture transfer from  
digital camera for production documentation.

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

2021-05-28

Date and Time of Execution

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Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO
				Approved by:	TAKAFUMI MATSUNAGA
					2 YEARS