

IT Installation/ Repair Request Form

Date of Request

2021-11-11

SIGNATURE

Local Supervisor/Manager

SIGNATURE

Japanese Department Manager

Name: MICHAEL LAUREA

I.D No. 6938

PC Name/No: TFXC0636

Div/Dep't: MEDIA UNIT / PRODUCTION

Type of Installation

(Entry)

(Exit)

(For Install)

(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

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application VIRTUAL MEETINGS/COMMUNICATION

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

2021-11-11

Date and Time of Execution

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		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	