

# IT Installation/ Repair Request Form

Date of Request  
2022-10-17

SIGNATURE  
Local Supervisor/Manager

2022 10 17  
SIGNATURE  
Japanese Department Manager

Name: Glenn Ray Ruben  
I.D No. 11428  
PC Name/No: TFXC0866  
Div/Dep't: PR/PS

## 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) MS Teams (purpose) To communicate with immediate head & other sections
- ☐ 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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