



## User Request Form

Unit : ☐ SNGK ☐ TNGK ☐ ANGK ☐ NTK ☐ Oversea ==> Site \_\_\_\_\_

Request By: ..... Position: ..... Dept: .....

Request For: ..... Position: ..... Dept: .....

Tel : ..... Ext : .....

## Hardware :

☐ PC Set ( Laptop/Desktop)      ☐ Communication ( Lan / Telephone )  
☐ Printer      ☐ Other ==> \_\_\_\_\_

## Software / Account :

☐ Google Suite      ☐ FlexNet      ☐ Asprova      ☐ AX  
☐ Windows(Login)      ☐ Printer login      ☐ Other ==> \_\_\_\_\_

Description: .....

.....

.....

.....

IT Comment: .....

.....

.....

.....

For Requester Department	For IT Department
Requester by: .....	Checked by: .....
Reviewd by: ..... (Asst' Mgr. and UP)	Reviewd by: ..... (Asst' Mgr. and UP)
Approved by: ..... (DGM and UP)	Approved by: ..... (DGM and UP)
Requester on Date: .....	Finished on Date: .....