

## IT ASSET REQUEST FORM

## NOTE: Please fill out carefully and legibly. Incorrect and incomplete request will not be processed.

|  |   |  |                               |   | IT ASSET REQUEST FORM #:  |   |  |
|--|---|--|-------------------------------|---|---|---|--|
| Requester: Lorenzo Angelo Rabino Location: PBI   |   |  |                               |   | FOR IT ASSET ADMIN ONLY   |   |  |
| Employee Level: NS2 Date Needed: ASAP  Company: RTI Contact #:   |   |  | Date                          | Refer to Ticket for the Info and Update | ?   |   |  |
| . ,  | Company: RTI Contact #:  Department: PEPM Cost Center: 133506 |  |                               |   | : Time:<br>nated Cost:  |   |  |
| Employment Status  |   |  |                               | PR#                                     |   |   |  |
| Regular  | ☐ Contractual   | ☐ Bud                                    | geted                         |   | , , , , , , , , , , , , , , , , , , ,   |   |  |
| ☐ Probationary/ <b>New Hire</b>  | ☐ Consultant  |  | oudgeted                      | By:                                     | IT ASSET ADMIN ASST. TICKET #   |   |  |
|  |   |  |                               |   |   |   |  |
| ITEM REQUESTED:  |   |  |                               | <del>-</del>                            | JUSTIFICATION (REQUIRED)  |   |  |
|  |   |  |                               |   | ry use for Data Science programming, will be<br>once the newly requested unit arrived | <u> </u>                                |  |
| -  |   |  |                               |   |   |   |  |
| Heavy  | •   | <u> </u>                                 |                               |   |   |   |  |
| High-End   |   |  |                               |   |   |   |  |
| Server - Trease provide speed - Trease provide speed   |   |  |                               |   |   |   |  |
| ☐ Printer  |   |  |                               |   |   |   |  |
| ☐ MFD (please write installation address)  |   |  |                               |   |   |   |  |
| ☐ Dot Matrix   |   |  |                               |   |   |   |  |
| Deskjet/Laserjet   |   |  |                               |   |   |   |  |
| <ul> <li>✓ SERVICE UNIT (Temporary Use): Required Return Date</li> <li>□ Others</li> </ul>   |   |  |                               |   |   |   |  |
|  |   |  |                               | -                                       |   |   |  |
| Purpose: Please choose all that a  |   | nt Problem Re                            | port and provid               | le details of                           | the replacement (Required):   |   |  |
| ☐ No existing unit/new employee ☐ Replacement of the existing unit   |   |  |                               |   |   |   |  |
|  |   |  |                               |   |   |   |  |
| Item(s) to be replaced   |   | Brand and Model                          |                               | Age                                     | Serial/Control/Asset Number   |   |  |
|  |   |  |                               |   | <del> </del>  |   |  |
|  |   |  |                               |   |   |   |  |
| ☐ Unit upgrade Existing Memory Capacity:   |   |  |                               |   |   |   |  |
| Existing Hard Disk Capacity:   |   |  |                               |   |   |   |  |
| Justification:   |   |  |                               |   |   |   |  |
|  |   |  |                               |   |   |   |  |
|  |   |  |                               |   |   |   |  |
| User Responsibility Agreement I am responsible for the proper usage of this asset assigned to me.  I agree to take responsibility for my subordinate and see to it that the asset  |   |  |                               |   |   |   |  |
| I understand that my request will be suspended immediately if I assigned shall only be used for proper undertakings. Upon termination or   |   |  |                               |   |   |   |  |
| violate security procedures. I agree that misuse of this asset may transfer of the user, I   |   |  |                               | e user, I wil                           | I advise the IT Department in advance, throu  | ıgh email                               |  |
| result in disciplinary action and/or criminal prosecution. I understand or in writing, as to the disposition of the IARF. I recognize that the IT bepartment reserves the right to audit the user's assigned asset at any point in |   |  |                               |   |   |   |  |
| Department. time.  |   |  |                               |   |   | , |  |
| REQUESTER  |   |  |                               | REQUESTER'S MANAGER                     |   |   |  |
| (SIG   | (SIGNATURE OVER PRINTED NAME)                                 |  | (SIGNATURE OVER PRINTED NAME) |   |   |   |  |
|  |   |  | APPROVAL                      |   |   |   |  |
|  |   |  |                               |   |   |   |  |
|  |   |  |                               | VALUATIO                                | N AND RECOMMENDATION  |   |  |
|  | D   | ATE SIGNED                               | )                             | 1010 11                                 | DATE SIGNE  | D                                       |  |
| Division Head  |   | JOJO HERNANDEZ  IT Service Delivery Head |                               |   |   |   |  |
| Division rieau   |   |  | -                             | IT Service                              | Delivery Head   |   |  |
|  |   |  |                               | IT Service                              | Delivery Head   |   |  |
| OCHIE OROPESA  |   |  |                               | IT Service                              | Delivery Head   |   |  |
| (Required for new hires  |   |  |                               |   | ·   |   |  |
|  |   |  |                               | LOUIE (                                 | G. QUIOGUE  |   |  |
| (Required for new hires  | s only)   |  |                               | LOUIE (                                 | ·   |   |  |
| (Required for new hires<br>HR Head   | s only)   |  |                               | LOUIE (                                 | G. QUIOGUE  |   |  |

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