

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUEST FOR PERIPHERAL DEVICES	Ref. No.
DEPARTMENT :	INFORMATION TECHNOLOGY	ITD-16-01-2002
TO :	AREA MANAGER, REGIONAL MANAGER, BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE


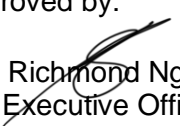
1. To instruct branches on how to request for purchase approval of IT peripheral equipment, these peripherals include but are not limited to mouse, keyboard, USB and other small items.

POLICIES

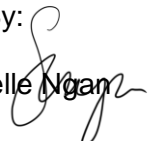
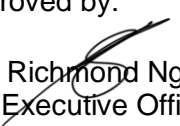
1. For small items (mouse, keyboard, USB) value should be less than PHP 500 which will be paid through Petty Cash Fund covered by Approval number issued by PCF Section, Treasury Department.
2. The branch personnel is responsible for safeguarding their IT equipment, in the event of breakage, the branch will be subject to disciplinary action by HR department subject to investigation.
3. Upon back loading of peripheral equipment by branch to head office, they are responsible for proper packaging and completeness of equipment, TR needs to be issued for proper documentation.
4. The IT department is responsible for approving the purchase of said equipment 3 business days upon submission of request letter.
5. It is the branch's responsibility to keep a photocopy of the equipment receipt for warranty purposes.

PROCEDURE

1. Upon receiving advice from IT department (see S4S for Request for IT Support), ensure to first look for three providers within the area of needed service or item.
2. Inquire if any documents are needed for services or item to be availed and individual costing of said service or item.
 - 2.1. If any installation needs to occur for service or item purchased (ie. CCTV installation or Internet installation) discuss with lessor/landlord first if you are allowed to install any conduits or antennas, if needed, within the vicinity.
4. Upon acquiring all needed information, fill out the "IT Support Request Form". Ensure to fill out the remarks area on why the service or item is needed.

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5. The request letter should then be signed by the Branch Manager and Area Manager or Regional Manager for purchase.
6. Send request letter to the IT Department through either of the following emails:
 - 6.1. servicedesk@mitsukoshimotors.com
 - 6.2. it@mitsukoshimotors.com
7. If the request has been approved you will then receive an authority number no more than 3 business days upon receipt of request letter. Upon rejection IT department will inform via email of rejection.
8. Upon receipt of authority number, proceed to availing said services or item for purchase.

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