



Al-Gihaz[®]

HOLDING

MAKING THE GOLDEN QUANTUM LEAP

Corporate Services
IT Department

IT Requisition Form

Branch: HAWIYAH (SOUTH REGION)
Employee Name: RHANDY G. POLVOROSA
Position: ELECTRICAL ENGINEER

Department: I.P.U
Employee No.: 10262

Hardware & Software Requisition

Sr No.	Item	Date	Reason
(1.)	NEED TO CREATE AN AL-GHAZ E-MAIL ACCOUNT	22-05-16	TO KNOW ALSO WHAT HAS HAPPENED TO OUR SITE REGARDING UPDATED WORK

Other IT Facility Accession

- ☒ User Account User name: RHANDY.POLVOROSA@AL-GHAZ.COM Password: 746481
☐ Network Printer
☐ AlGihaz Email
☐ User ID (Great Plains)

☐

Internet

- Need Approval
- Justification

Order by

Dept Manager

Name: PEPITO B. VINAS (OTG10)

Position: SITE MANAGER (SOUTH REGION)

IT Department Comment:

Priority:

☐ Urgent

☐ High Priority

☐ Medium
Priority

☐ Low Priority

Employee signature

IT Manager

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