

 IT	Allocation Form / Fiche d'attribution	Version 3.1
	For more information on how and when to use this form, see the IT Asset Management Policy (ITPOL01).	Date : 18-Feb-19

IT ONSITE	1. Request Description		
	User:		Office #:
	If INSEAD employee, please precise: <input type="checkbox"/> Permanent INSEAD Staff (CDI) <input type="checkbox"/> INSEAD staff member under fixed term contract <input type="checkbox"/> New arrival <input type="checkbox"/> Replacement (maternity leave, etc.) <input type="checkbox"/> Renewal		
	Ticket #:		Open call date:
	Equipment requested and technically checked and comply to the user's needs :		
	<input type="checkbox"/> Standard Desktop <input type="checkbox"/> Standard Laptop <input type="checkbox"/> Standard Multimedia Screen 23" <input type="checkbox"/> Non-standard equipment: <input type="checkbox"/> Other:	Keyboard <input type="checkbox"/> UK <input type="checkbox"/> US <input type="checkbox"/> FR <input type="checkbox"/> External keyboard for a laptop	<input type="checkbox"/> Printer <input type="checkbox"/> Mouse <input type="checkbox"/> Docking station
	Approved by INSEAD Asset Manager <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ----- Date:		

ASSET MANAGEMENT	2. Equipment Description			
	Movement:		Date:	
	<input type="checkbox"/> Allocation <input type="checkbox"/> Return		Technician:	
	Computer	Screen	Accessories	RETOUR au stock
	<input type="checkbox"/> Desktop <input type="checkbox"/> Laptop <input type="checkbox"/> iPad Brand: _____ Model: _____ Serial #: _____ Tag #: _____ PC name: _____ Docking station: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 23" <input type="checkbox"/> Other: Brand: _____ Model: _____ Serial #: _____ Tag #: _____		Old device: _____ _____ _____ _____ _____

USER	3. User	
	Installation & delivery date:	User Signature:

ASSET	4. IT Records	
	Update the asset's records	Asset Signature: