

Service Request Form

1 – General Information

- Name : Dika Andra R
 - Department : Maintenance
 - Title/Position : Mechanical Planner
- Business Unit : MTI
Location : Morowali
Emp. Status : ☒ Permanent ☐ Temporary*,
Expiry Date* : ____ / ____ / ____

2 – Request

- Type of Request ☒ New Request ☐ Equipment Replacement
☐ Other, please explain:

Cost Code* :

Equipment Details

- ☐ Desktop (Standard / High Performance) ☐ Notebook (Standard / High Performance)
☐ Mobile Phone / **SIM CARD** ☐ Desk Phone Access, Local Call / International Call
☒ Others, please explain: UPGRADE RAM FROM 8 GB TO 16 GB

Network & Internet Access

- ☐ User Login ☐ Shared Folder :
☐ Email Account ☐ VPN Access
☐ Others, please explain:

3 – Justification for specific request: To support planner activity processing database & formula excel

4 – Authorization

Requested By

Date 04/ 10 / 2024

()
Dika Andra R
Requestor

Approved /
Rejected by

☒
☐

Date 04/ 10 / 2024

()
Kurniawan
Direct Manager – One Level or GM

Approved /
Rejected by

(Request for SIM card
and Mobile Phone only)

☐
☐

(_____)

Date ____ / ____ / ____

HR Manager*

Approved /
Rejected by

☐
☐

(_____)
Commercial Manager or Site IT Head

Date ____ / ____ / ____

Note:

- By submitting this form, the user agrees to be responsible for the security, operation and cost of the requested service(s).
- IT will review the justification and technical aspect of the request. IT may decline the request and will advise the requestor.
- All details must be completed in full, or request will not be approved.
- Must specify the expiry date for non/temporary employee.
- Cost code is mandatory for equipment request.
- HR Manager Authorization required for Mobile Phone and / or SIM Card Request.

Document Description	Document No.	Version	Issue Date	
IT Service Request Form	MMS-ICT-FO-001	A0	20 May 2022	1/1