

IT Request Form

New Hire Current Employee

Requesting Manager's Name: _____

Manager's Email: _____ Manager's Extension: _____

Employee's Name: _____ Start Date: _____

Employee's New Email Address: _____

Employee's Job Title: _____

Company Location: _____ Office/Cube Location: _____

Level: Regular Manager Temporary

Hardware Setup: New Repurposing - Which Computer? _____
 Not Needed

Type of Computer: Windows Laptop Windows Desktop

Mac Desktop Mac Laptop

Computer Details: Please indicate any details for the computer needed if known (Manufacturer, model number, part number) *Disregard if a computer has already been purchased.

Mirror permissions from which user: _____

Software Setup: Please list all of the applications the employee will need access to, such as Microsoft Office, QuickBooks, etc.

Shared Drive Access: Ex. Public, Finance, Docs, etc)

Printer Access: Which printer(s) will the employee need access to?

Telephone: Will the employee need a telephone at their desk? Yes No

If Yes: Provide additional instructions if needed. (Specific extension #, repurpose phone, new phone, etc)

Please provide any special instructions not covered on this form: