**IT and Equipment Access Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Date of Request:** |  |
| **Requested By:** |  | **Employee ID:** |  |
| **Job Title:** |  | **Supervisor/Manager:** |  |

**Section 1: Purpose of Request**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ New Employee Setup | ☐ Transfer / Department Change | ☐ Access Upgrade | ☐ Equipment Replacement |
| ☐ Other (Specify): | | | |

**Section 2: Access Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **System / Resource** | **Access Type (View/Edit/Admin)** | **Justification / Purpose** | **Approval Required** | **Approved (✓/✗)** |
| Email Account (e.g., Outlook, Gmail) |  |  |  |  |
| Internet Access |  |  |  |  |
| Shared Network Drives |  |  |  |  |
| HR / Payroll System |  |  |  |  |
| ERP / Accounting Software |  |  |  |  |
| Database Access |  |  |  |  |
| VPN / Remote Access |  |  |  |  |
| Other (Specify) |  |  |  |  |

**Section 3: Equipment Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Type** | **Quantity** | **Serial No. (if applicable)** | **Assigned By** | **Return Date (if temporary)** |
| Laptop |  |  |  |  |
| Desktop Computer |  |  |  |  |
| Monitor |  |  |  |  |
| Keyboard / Mouse |  |  |  |  |
| Printer Access |  |  |  |  |
| Mobile Device |  |  |  |  |
| Other Accessories |  |  |  |  |

**Section 4: User Acknowledgment**

I acknowledge receipt of the above-listed access and/or equipment and agree to comply with all company IT policies, security guidelines, and data protection standards.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Department Head |  |  |  |
| IT Administrator |  |  |  |
| HR Representative |  |  |  |

**Section 6: IT Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Account / Device Setup Details** | **Completion Date** | **Set Up By** | **Remarks** |
| Email Account Created |  |  |  |
| System Login / Password Issued |  |  |  |
| Equipment Issued |  |  |  |
| Access Verified |  |  |  |

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