

LKC IT Service Desk
Special Request Application Form

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|--|--|---|
| <input type="checkbox"/> Desktop / Laptop / iPad | <input type="checkbox"/> Server Access | <input type="checkbox"/> Software Request |
| <input type="checkbox"/> Accessories Request | <input type="checkbox"/> Server Patching | <input type="checkbox"/> Data Request |
| <input type="checkbox"/> Administrator Access | <input type="checkbox"/> Others | |

IT Special Request Form v6 – 06 July 2018

NOTE:

1. Please complete the form and return it to LKC IT Service Desk (AVITSS@NTU.EDU.SG).
2. Incomplete information will cause delays in processing your application.

TO BE COMPLETED BY APPLICANT

*Full Name: _____ *Email Address: _____
*Last name in BLOCK LETTERS

*Department: _____ *Date of Application: _____

*Request Details: _____

*Justification: _____

I understand that with the request, I will be bound by the following terms:

1. I am responsible to make sure that the usage of the requested item/service will be work related only.
2. In event of any breach, LKC IT Service Desk has the right to revoke the setting without notice.
3. In the event that my work duty changes and I no longer require the requested setting/item, I will promptly inform the LKC IT Service Desk.
4. In the event of my resignation, I will promptly inform LKC IT Service

Applicant: _____ Date: _____
<Name> <Signature>

Reporting Officer: _____ Date: _____
<Name> <Signature>

FOR OFFICIAL USE

Approval Status: Approved Conditional Approval Rejected

Remarks: _____

Authorized by: _____ Task Completed by: _____
<Name> <Signature> <Date> <Name> <Date>