

IT Transaction form

Employee Information:

Employee Name: -

Joining Date: -

Line Manager: -

Department: -

Fly in: - Yes / No (tick the right choice)

Basic Access rights:

Login ID & Mail account: -

WLAN Account granted: - Yes/ No (tick the right choice)

Photocopier Account granted: - Yes/ No (tick the right choice)

Mailing list association (to be filled by IT staff): -

Any other Access rights: -

(1) _____ (2) _____ (3) _____

Basic Access right created on: -

By: -

Basic Access right removed on: -

By: -

Special Access rights: (please use annexure sheet to add more.)

Domain	User Name	Date Granted	Date Removed	Comments
Website Admin				
VPN RWTH/GUtech				
GUtech wiki				

Hardware loan: (please use annexure sheet to add more.)

Hardware	GUtech Asset ID/Serial#	Date Granted	Date Returned	Comments / signature
Desktop / Laptop				
Docking Station				
Monitor(s)				
Other consumables				
Others				

Software loan: (please use annexure sheet to add more.)

Vendor	Software/version	Date Granted	Date removed	Comments / signature
Microsoft				
Microsoft				
Adobe				
Others				

For clearance purposes only: (To be filled by IT staff countersigned by employee, when employee leaves GUtech)

Damage/ Lost dues if any: _____ OR for: - _____

IT officer Name: -

Signature: -

Date: -

Employee signature: -

Date: -