



# New Employee I.T. Request Form

New Employee's Name

Department

Location of Setup

## Equipment and Software Required

Computer

Laptop

Additional Monitor

Adobe Reader

Adobe Acrobat

Docking Station

## Special Requests and Additional Configuration Info

## I.T. Department Usage and Information

Computer Name

DID/Ext/MAC

Asset Tag #

New Employee's Starting Date:

Request Form Submission Date:

Hiring Manager's Name:

Signature: