



Employee:	Manager:
Hire Date:	Desk Location:
Position:	Key FOB Hours: 24/7 Limited

Phones

In Use	Phone Type	Phone Number
	Mobile:	
	Desk Phone:	
	Direct Dial:	
	Teleworker Phone:	

Computers and Accessories

In Use	Equipment	Description
	Desktop:	
	Laptop:	
	Tablet:	
	Monitors:	
	Computer Port:	
	Speakers:	

Required Computer Applications

Application	Access
AutoFuel	VPN
Brite	
CAL PO System	Other
Cargas	
Destwin	
Google Drive	
Great Plains	
Infosys	
Microsoft Office	
Mitel MiCollab	

Drive Access

Email Groups

Printers

Additional Notes

Signatures

Manager: _____ **Date:** _____

IT Dept: _____ **Date:** _____