**NATIVE ENERGY & TECHNOLOGY, INC.**
*Global Government Facilities Support*

# Requisition form for IT Equipment
(computers, laptops, software, docking stations, printers, cell phones and desk phones)

| Version 2019-01 2019.05.06 | Next Review: 2020.05.02 |
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New Hire Name:                                      Company:

New Hire Start Date:                               Department:

Contract, if applicable:                           Pick four numbers:

Check the boxes of all items needed:

☐ Email address

☐ Office desk phone

If using current extension, list here:

Physical address for 911 contact information

☐ Desktop Computer                  ☐ Printer

☐ Needs to scan?

☐ Laptop Computer                    ☐ Mobile Phone

Area Code

☐ Mobile Hotspot                         Carrier

☐ Modem                                  ☐ Other mobile phone requirements

☐ Network Setup                       ☐ AT&T Tracker for new vehicle

☐ Need a use folder?                    Make, model, year

☐ Need a scan folder?                   VIN

List directories needing access under Other Notes below          Odometer reading

☐ Software                              ☐ Corporate Office Access needed for:

☐ Microsoft                             ☐ Alarm Code

☐ Adobe                                 ☐ Access Card

☐ List other software needed here:

☐ Other Notes