Alutiiq
A Wholly Owned Subsidiary of Afognak Native Corporation

Information Technology Resource Request

Date Submitted

Employee Information

Employee Name | Non-Exempt (Exempt or Non-Exempt) | Manager | Start Date | End Date

Department | Job Title | Home Office | (Project) Charge Code

System Requirements

Manager

System Type: Desktop ☐ Laptop ☐

Laptop Accessories: Docking Station ☐ Mouse & Keyboard ☐ Monitor ☐

Software Requirements

Manager

Available Software:

Other Software:

Cost: $0.00

Microsoft Visio- Standard ☐ Professional ☐

Adobe Acrobat- Standard ☐ Professional ☐

Microsoft Project- Standard ☐ Professional ☐

Costpoint- ☐ AQ CRIS Access ☐

Communications

Manager

Device:

Cell Phone ☐ *Voice only*

Aircard ☐ *Data only*

Blackberry ☐ *Voice / Email / Data*

Enable Tethering ☐

Misc. Expenses:

Initial Costs: *$0.00* ***Monthly Costs:*** *$0.00*

Account Requirements

Manager

New Account Setup ☐ ccess Request ☐ Access Change ☉

If requesting an access request or access change, please indicate which server/folder you would like to request/change and the type of access needed:

Estimated Misc. Costs:

Estimate

Initial Expenses			Estimate Includes:	Exclude:
System:	$0.00	Includes:	None Selected	☐
Software:	$0.00	Includes:	None Selected	☐
Communications:	$0.00	Includes:	None Selected	☐
Misc. Costs:	$0.00	Includes:	None Selected	☐

Initial Expense: $0.00 Monthly Expense: $0.00 *(Communications)*

Note: Prices are only estimates and subject to change. All items must be approved by project or department manager.

Department Head's Name

Department Head's Signature

CORPORATE PROPRIETARY – THE USE OR DISCLOSURE OF THIS DOCUMENT OUTSIDE OF THE CORPORATION IS SUBJECT TO RESTRICTIONS AND CONDITIONS IMPOSED BY ALUTIIQ LLC. CONTACT ALUTIIQ LLC FOR RELEASE INFORMATION AND AUTHORITY