

Remote Access Approval Log Sheet for IT Assets

Department/Unit: _____
Prepared By: _____
Date: _____

#	Date of Request	Employee Name	Employee ID	IT Asset Description	Asset Tag/Serial No.	Reason for Remote Access	Access Duration (From-To)	Access Method	Supervisor/Manager Approval	IT Approval	Remarks
1	2024-06-13	Jane Doe	EMP123	Laptop (Dell XPS 13)	D-74563	Project Work from Home	2024-06-14 to 2024-06-20	VPN	John Smith	Lisa Wang	-
2											
3											

Important Notes

- This log sheet must be kept updated for all remote access requests pertaining to IT assets.
- Ensure the proper approval from both supervisor/manager and IT before granting access.
- Record the access duration and method clearly to track usage periods and security compliance.
- Periodically review this log for unusual or unauthorized remote access activities.
- Safeguard this document as it may be required for audit or compliance verification.