

# Temporary Access Grant Form

## IT Equipment

Requestor Name

Employee ID

Department

IT Equipment

Asset Tag/Serial No.

Access Start Date

Access End Date

Purpose/Justification

Location of Use

Supervisor Name

Supervisor Email

IT Approver Name

Approval Date

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### Important Notes

- This form must be completed and approved prior to access or issuance of any IT equipment.
- Temporary access is granted solely for the period and purpose stated above.
- All issued equipment remains the property of the company and must be returned upon access end date.
- Loss or damage must be reported immediately to the IT department.
- Non-compliance with IT usage policies may result in disciplinary action.