**LCI New Employee IT Request Form**

**New Employee's Name**

**Department / Location**

**Email Distribution Lists**

**Equipment and Software Required**

**Computer Laptop Additional Monitor**

**I.T. Department Usage and Information**

**Computer Name**

**Service tag (S/N)**

**Employee's** **Name: New Employee's Starting Date:**

**Form Submission Date: Employee's Signature:**

**Hiring Manager's Name: Signature:**