Clearance Checklist Form

Armadillo Holdings, Inc.

Name:		Department/SBU:		Emp Num:	
Email Address:	☐ Forwarded To:			☐ Lock	☐ Delete

Remove access to:	Username	Effectivity Date	Date Done (ICT)
☐ Acumatica			
☐ ACCPAC			
☐ Zimbra (Other domains)			
☐ Intranet			
☐ BOSe			
☐ Biometrics (Specify SBUs)			
☐ Maestro			
☐ BPI Express Link			
☐ Others: Please specify			

Accountable to any company owned devices

☐ USB	Endorsed To:	Date:
☐ Laptop	Endorsed To:	Date:
☐ Cellphone	Endorsed To:	Date:
☐ Hard Drives	Endorsed To:	Date:
☐ Others: Please specify		

Employee Copy

Prepared By: Noted By:

_____   _____
Signature over printed name   Signature over printed name

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