|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Fecha de solicitud: | | | | |  |
|  |  |  |  |  |  | |
| |  | | --- | |  | | Personal STAFF | |  | | --- | |  | | Personal Administrado | |  | | --- | |  | | Personal Externo (Asesor, Consultor, etc.) | |
|  | | | | | | |

|  |
| --- |
| 1. **TIPO DE HERRAMIENTA DE TRABAJO** |

*Instrucción: Marca con una X el tipo de herramienta que solicita.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| |  | | --- | |  | | Equipo de Cómputo | |  | | --- | |  | | Telefonía Móvil | |  | | --- | |  | | Automóvil | |  | | --- | |  | | Otro (s) |

|  |
| --- |
| 1. **PARTICULARIDADES** |

*Instrucción: Precise en la sección que corresponda conforme a la Herramienta (s) de Trabajo seleccionada.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EQUIPO DE COMPUTO | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| |  | | --- | |  | | PC | |  | Grupo de Equipo de Computo | | | | | | | |  | Software requerido: |
|  | | | | | | | | | | | | |  |
| |  | | --- | |  | | Laptop | |  | |  | | --- | |  | | 1. Trabajo general de oficina y navegación web. | | | | | | |  |
|  | | | | | | | | | | | | |
| |  | | --- | |  | | PDA | |  | |  | | --- | |  | | 1. Trabajo general de oficina, navegación Web y de programas especializados. | | | | | | |  |
|  | | | | | | | | | | | | | |
| |  | | --- | |  | | Impresora | |  | |  | | --- | |  | | 1. Trabajo de ingeniería o diseño. | | | | | | |  | Hardware requerido: |
|  | | | | | | | | | | | | |  |
| |  | | --- | |  | | Otro | |  | |  | | --- | |  | | 1. Trabajo en arte digital. | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| Descripción en caso de haber seleccionado otro: | | | | |  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TELEFONÍA MÓVIL | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  |  | |  | | --- | |  | | | | Teléfono Celular | | | | |  | | --- | |  | | Radio de Comunicación | | |  | | --- | |  | | Otro |
|  | | | | | | | | | | | | | | |
| Cliente / Solicitante: | | | | | | | |  | | | | | | |
| Empresa DCH: | | | | | | | |  | | | | | | |
| Número de Empleado: | | | | | | | |  | | | | | | |
| Nombre del Empleado: | | | | | | | |  | | | | | | |
| Equipo Especial | | | |  | | --- | |  | | Si | | |  | | --- | |  | | No | Descripción del equipo especial: | | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AUTOMÓVIL | | | | | |
|  | | | | | |
| |  | | --- | |  | | Unidad Utilitaria |  | Modelo | Costo aproximado | Observaciones |
|  | | |  | $ |  |
| |  | | --- | |  | | Unidad para Ejecutivo |  |

|  |
| --- |
| OTROS |
|  |
| Descripción: |
|  |

|  |
| --- |
| 1. **AUTORIZACIONES** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Solicitó  *Firma*  *Nombre*  *Cargo* |  | Autorizó  *Firma*  *Nombre*  *Cargo* |  | Vo. Bo.  *Firma*  *Nombre*  *Cargo* |