**Handing over of IT asset Details**

|  |  |
| --- | --- |
| **From:** |  |
| **To:** |  |
| **Item Desciption :** |  |

The details of IT related assets transferred :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO.** | **Desktop / Laptop Model** | **Accessories** | **Mobile Model** | **Sim Card** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Received By** | | **Handing Over By** | |
|  | Name : |  | Name : |  |
| Designation: |  | Designation: |  |
| Department : |  | Department : |  |
| Signature: |  | Signature: |  |