**Assets Detail Form**

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| **Employee Name:** | | Rizwan | |  | **Date:** | |  | |
| **E-mail #:** | | muhammad.rizwan@isureglobalsolutions.com | |  | **Phone Number:** | | 03414565429 | |
| **Department:** | | iSure Global Solutions | |  | **CNIC #:** | | 38302-16467485 | |
|  | | | | | | | | |
| **Sr.#** | **Item Name** | | **Model** | | | **Asset No.** | | **Quantity** |
| 1 | Laptop (core i5, 13Generation ) | | HP | | |  | | 1 |
| 2 | mouse | | Dell | | |  | | 1 |
| 3 | screen | | BENQ | | |  | | 1 |
| **4** | charger | | HP | | |  | | **1** |
| **5** | Data Cable | | \_\_ | | |  | | **1** |
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| **Terms & Conditions:** | | | | | | | | |
| 1. The hardware issued must be handled with care and caution. 2. If the hardware gets faulty/damaged due to negligence or mishandling, then it is employee’s responsibility to have it repaired at his/her own expense. 3. If hardware gets irreparable damage due to negligence or mishandling, then employee will be liable to pay the net depreciated amount to the company. Net book value will be as of the date of damage. 4. The relocation of hardware within or outside of ABC premises should be discussed with the IT to ensure computer equipment inventories are updated. 5. Do not transfer any of your hardware items to other employees without consideration of IT department. 6. You have to return all of these issued items to IT department at the time of clearance before leaving the organization. 7. All missed items will be the responsibility of employee. | | | | | | | | |
| I agree with the above mention terms and conditions and confirm the receipt of the above-mentioned equipment issued in my name by ABC. I accept that the hardware devices issued to me will be used for ABC business only.  **Employee Signature: \_\_Rizwan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **HR/Admin Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |