

KUS INDIA PRIVATE LIMITED

Laptop Issue & Return Form

Employee Details

Name	mahi
Employee ID	22070114
Department	it and admin

Laptop Details

S.No	Item Description	Details / Remarks
1	Laptop Make & Model	vostro i9/16 gb/1 tb/11
2	Serial Number	5000000134
3	Password	lifegoeson17
4	Charger Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Condition at Issue	<input type="checkbox"/> New <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Damaged
6	Mouse	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Working Condition Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Accessories (if any)	dell desktop

Laptop Issued On: _____

Laptop Returned On: _____

Condition at the Time of Return

Item	Status	Remarks
Physical Condition	<input type="checkbox"/> Good <input type="checkbox"/> Damaged	
Charger	<input type="checkbox"/> Returned <input type="checkbox"/> Missing	
Mouse	<input type="checkbox"/> Returned <input type="checkbox"/> Missing	
Any Issues Reported	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signatures

Name	Signature
IT/Asset Keeper: DHEEPAN SAKKARAVARTHI.CJS	
HOD / Employee: -	
Issued By: David Spurgeon S	
Received By:	