



POWERHF INDIA PRIVATE LIMITED

REF. :IT/F/06

REV: 03 REV DATE : 01/06/2021

VER: 1.0

Release Date 20.07.2015

**Existing IT Asset Transfer Form**

**To be filled by Requisitioner**

Requisition Date:	Department:
Location :	Employee Code:
Employee Name:	
Requirement Reason:	

**To Be filled by Requisitioner HOD**

Approved Remarks .....

Name & Signature.....

**IT Asset Details.**

**To Be filled by Allocating person**

Asset Tag No:		Model No:	
Express Service Code:		Serial No:	
CPU:	RAM:	Hard Drive:	
Monitor:	K' Board:	Mouse:	
NAME PRVIOUSLY ALLOCTED: Yes / Stock.			
Updated in Asset Master list by:			

Allocated by : \_\_\_\_\_ Allocated Date : \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Prepared & Issued By

ISO 9001:2015

Approved By

MR

CEO