

Hardware Acquisition Form

Date: 17/7/2023

Asset(s) to be checked out:

Device Name	Serial Number
Laptop E	asasdj
Laptop D	asnajdkh
Laptop m	jasldjaldas

I, subham, acknowledge that I am responsible for the above listed assets and that i have received them in good condition. I understand that I will be held accountable for any damages or loss incurred while these asassets are under my care.

I agree to use these assets only for the purposes outlined by my employer and to return them in the same condition in which they were received. I will also ensure that they are stored in a secure and safe location to precent theft or damage.

I understand that failure to comply with the terms of this agreement may result in disciplinary action or penalty, in accordance with the company's policies.

I have read and understood the term of this Hardware acquisition and agree to abide by them.

Recievied By:	Approved By:	Verified By:
<div></div>	<div></div>	<div></div>
Name:	Name:	Name:
Department:	Department:	Department: