**ASSET ACCEPTANCE FORM**

|  |  |  |  |
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| **Name:** |  | **Position:** |  |
| **Employee No:** |  | **Project Type:** |  |

**Date:** \_

**Dear Employee,**

**Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most proficient manner.**

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| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | **Asset TAG**  **/Serial No.** | **QTY.** | **Remarks** |
| **1** |  |  |  |  |

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**(Asset User) (Issued By.)**

**Name of Requester IT Dept.**

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| **ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**  **I, Ms/Mr.................................................................................... here by acknowledge that I have received the above mentioned assets. I understand that this asset belongs to National Ambulance and is under my possession for carrying out my office work. I hereby assure that I will take care of the assets of the company to the best possible extend and I will use it for business reasons only based on company policy IT ITP104**    **Employee Signature** |
| **Other Remarks** |