Text

Description automatically generated

**Staff Device Handover Form**

Device Type: **{deviceType}**

Reason for Allocation: **{reason}**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Serial No.** | **TAG NO** | **Remark** |

{#devices}

{serialNumber} {assetTagNumber}

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{/devices}

I the undersigned has received the above item/s in good and working condition and has agreed to take care from damage, loss, or unauthorized use of the material/s. I hereby confirm I will be liable for any damage, loss, or unauthorized use of the materials as per the Company policy and procedure.

**Full Name:** \_\_\_\_\_{fullName} - {department}\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Remark:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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