



**MTD GROUP OF COMPANIES
GROUP IT DEPARTMENT
LOAN IT EQUIPMENT FORM (LoanIT)**

Loan Date:

Return Date:

Full Name :

Company :

Department :

Contact No :

Duration of Loan : day(s)

Equipment Information

Type & Model : _____

Equipment Serial No: _____

Reason: _____

.....
Signature
(Requestor)
Date:

.....
Approved By
(Head of Department)
Date:

.....
Authorised By
(Head of IT)
Date:

ACKNOWLEDGEMENT RECEIPT

I hereby acknowledge receipt and I am fully aware that I will be held responsible for ensuring of the equipment is in good order during the loan period.

.....
Signature
Name:
Date:

ACKNOWLEDGEMENT RETURN

I hereby acknowledge return of the above loaned equipment in good order.

.....
Signature
Name:
Date:

For IT Department use only

Handed over by :
Date :

Received by :
Date :