



IT Assets Issuance / IT Assets Return

User : _____
Company : _____
Location : _____
Department : _____
Computer Name : _____ Date : _____

Description Name	Serial No	IT Code	Asset Code	Status	
				Issue	Return

Remarks (ie: Software details)

Acknowledge receipt by

Acknowledge return by

Signature

Name :

Date :

Issued by

Signature

Name :

Date :

Checked / Received by

Signature (IT Personnel)

Name :

Date :

Signature (IT Personnel)

Name :

Date :

Basic Terms & Condition / responsibilities of users:

1. User must verify & acknowledge receipt of the items by signing in the receipt column
2. User will be responsible for safekeeping of the items and must return it in same condition if required
3. User must justify for any damages or losses, and must replace or reimburse the cost if due to negligence

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