



**SECURED RECORDS
MANAGEMENT
SOLUTIONS LTD.**

LAPTOP COLLECTION ACKNOWLEDEMENT FORM

Employee & Device Information:

Name: _____

Staff No: _____

Department: _____

Position: _____

Laptop Name & Model: _____

Charger Included: ☐ Yes ☐ No

Acknowledgement: I, the undersigned, acknowledge that I have collected the above-mentioned laptop from **Secured Records Management Solutions Ltd** for official use. I understand that this laptop and its accessories are provided to me for work purposes only and are subject to the company's policies regarding their use and care.

I confirm that I have received the laptop in good condition and that I will be responsible for its safekeeping and appropriate use. I understand that any damages or loss to the laptop must be reported immediately to the IT department.

Employee Signature: _____

Date: _____

Manager's Signature (if applicable): _____

Date: _____



**SECURED RECORDS
MANAGEMENT
SOLUTIONS LTD.**

LAPTOP SUBMISSION ACKNOWLEDGEMENT FORM

EMPLOYMENT & DEVICE INFORMATION

Name: _____ Mbawuike Stanley _____

Employee ID: _____

Department: _____ Product and Engineering _____

Last Working Day: _____ 02 - 05 - 2024 _____

Laptop Details: _____

Laptop Name & Model: _____ Lenovo Thinkpad T480s _____

Charger Included: ☒ Yes ☐ No

Acknowledgement: I, the undersigned, acknowledge that I have submitted the above-mentioned laptop to **Secured Records Management Solutions Ltd** upon my departure from the company. I confirm that I have returned the laptop and all its accessories in good condition.

I understand that I am no longer authorized to use the laptop or any company-owned equipment and that I have surrendered all rights and access to company data or information stored on the device.

Employee Signature: _____  _____

Date: _____ 02 - 05 - 2024 _____

Witness Signature (if available): _____ Samuel _____

Date: _____ 02 - 05 - 2024 _____