**IT Assets Issue / Undertaking Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | {employee\_name} | **Emp Code** | {employee\_code} |
| **Department** | {department} | **Designation** | {designation} |
| **Location** | {location} | **Phone no** | {phone\_number} |
| **HOD** | {hod\_name} | **Email Id** | {email\_id} |

**Assets Issued: Date: 16-05-2025**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Asset Type** | **Asset Code** | **Make/Model** | **Serial No** | **IP Address** |
|  | **{asset\_type}** | {asset\_code} | {make\_model} | **{serial\_number}** | {ip\_address} |
|  | **Printer** |  |  |  |  |
|  | **Data card/Other** |  |  |  |  |

**Terms & Conditions**

1. Users need to take care of the laptop.
2. User cannot load any software on the computer without IT Department permission

**Policy Declaration:**

Acknowledge receipt of the assets mentioned above and agree that the IT Assets on the laptop/ notebook/desktop issued to me and the software installed will be used for Company purpose only.s

I will not load any additional software. If any software is found at the time of audit, I will take full responsibility for any legal issues and I will bear the commercial damage for that.

**User Remarks: {remarks} Old laptop S/N**: **- {old\_laptop\_serial}**  **Hostname**: - **{hostname}**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Date:** **{issue\_date\_manual}** | | | |
| **Operating Systems & Software Details** | | | |
| **Operating System & Service pack** | {operating\_system} | **Printer Configured** | {printer\_configured} |
| **Microsoft Office** | {ms\_office\_version} | **Windows Update** | {windows\_update} |
| **If any licensed Software\*Name\*** | {licensed\_software\_name} | **Local Admin Rights removed** | {local\_admin\_pass\_set} |
| **Antivirus (installed & updated)** | {antivirus} | **Local Admin Pass Set to Default** | {local\_admin\_rights\_removed} |
| **SAP** | {sap\_configured} | **Backup Configured** | {backup\_configured} |
| **7 Zip** | {seven\_zip} | **Asset Tag** | {asset\_tag} |
| **Chrome** | {chrome} | **OneDrive Configured** | {onedrive\_configured} |
| **Laptop Bag** | {laptop\_bag} | **RMM Agent** | {rmm\_agent} |
| **Cleaned** | {cleaned} | **Physical Condition** | {physical\_condition} |

**Engineer Name and Sign: - HOD Name & Sign: -**

**User Sign (Sign & Date)**