

IT Equipment Acknowledgment Form

Employee Details

Name:

Designation:

Date Issued:

Issued Equipment

Item Description	Serial Number	Condition	Remarks
Laptop (Make & Model)	[Serial No.]	New/Used	[Any comments]
Laptop Charger	[Serial No.]	New/Used	
Mouse (Optional)	N/A	New/Used	
Keyboard (Optional)	N/A	New/Used	
Bag/Case (Optional)	N/A	New/Used	
Other Accessories	N/A	New/Used	

Employee Declaration

I acknowledge the receipt of the above-mentioned IT equipment in good working condition. I understand that this equipment is the property of the company, and I am responsible for its proper use and safekeeping. I agree to return all equipment in good condition upon resignation, termination, or upon request by the IT department.

Employee Signature: _____

Date: _____

IT Representative Name: _____

Signature: _____

Date: _____