

Date:/...../.....

IT ASSET ISSUE FORM

Custodian Name:

Designation:

Employee ID:

Department/Section:

ASSET PARTICULARS

#	Asset Code/ Tag / Serial No	Asset Name	Model	Qty	Remarks

Return Date: / /

Important Note:

1. The asset(s) must be returned on or before the due return date.
2. The asset(s) assigned must be physically produced by the custodian for verification whenever required.
3. During the transfer from a section/department, the issued CC assets need to be carried with the custodian or to be communicated to the CC for the proper transfer of the custodian.

I, Mr/Ms....., hereby acknowledge that I have received the assets mentioned above, and I will abide by the guidelines.

Signature of the custodian

Signature of the issuing CC Staff

Name:

Name:

Date:

Date: