



IT Asset Acknowledgement Form (For Employee)

Employee Details:

Date:

Name:	Employee ID:
Department:	Mobile Number:
Designation:	Working Location:

IT Asset Details:

Sl.No.	IT Item	Accessories
1	Desktop with Accessories	Asset ID :
		Make & Model:
		Sl.No:
2	Monitor with power cable	Make & Model:
		Sl. No:
3	Printer	Asset ID:
		Make & Model:
		Sl. NO:
4	Scanner	Asset ID:
		Make & Model:
		Sl.No :
5	UPS	Asset ID:
		Make & Model:
		Sl. NO:
6	Intercom	Asset ID:
		Make & Mode
		Sl.No:
7	Official Email ID credential	

Employee Signature

System Analyst

Faculty In-charge (CIC)

Approval of Competent Authority