

# Official Item Receipt and Acknowledgement Form

Recipient Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Employee/ID #: \_\_\_\_\_

## Item(s) Description

#	Item Name / Description	Serial / Asset No.	Quantity	Condition
1	_____	_____	_____	New / Used
2	_____	_____	_____	New / Used
3	_____	_____	_____	New / Used

## PURPOSE OF ISSUE:

\_\_\_\_\_

\_\_\_\_\_

## Recipient's Acknowledgement:

I hereby acknowledge the receipt of the item(s) listed above. I accept responsibility for their safekeeping and proper use in accordance with company policy. I understand that I may be held liable for loss, damage, or misuse.

\_\_\_\_\_

Recipient Signature & Date

\_\_\_\_\_

Issued By (Name & Signature) & Date

## Important Notes:

- This form serves as official documentation of item transfer and acknowledgement of responsibility.
- All fields must be completed and verified before submission.
- Recipients are accountable for reporting loss or damage immediately.
- Items must be returned in good condition upon request or separation from the company.