

# Asset Surrender and Receipt Form

**Date of Surrender:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_

## Asset Details

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<b>Asset Description</b>	<b>Asset Tag / Serial Number</b>	<b>Condition</b>	<b>Remarks</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Surrender Confirmation

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**Notes / Comments (if any):** \_\_\_\_\_

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## Surrendered by (Employee):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Received by (Department/IT/Asset Officer):

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

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- This form serves as an official record of asset surrender and receipt.

- Both employee and officer must verify asset details and conditions before signing.
- All surrendered assets should be inspected for completeness and condition.
- Retain a copy of this document for both employee and company records.
- Incomplete or unsigned forms may cause delays in clearance processes.