

Asset Surrender and Receipt Form

Date of Surrender:

Employee Name:

Employee ID:

Department:

Asset Details

Asset Description	Asset Tag / Serial Number	Condition	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Surrender Confirmation

Notes / Comments (if any):

Surrendered by (Employee):

Name:

Signature:

Date:

Received by (Department/IT/Asset Officer):

Name:

Signature:

Date:

Important Notes

- 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.