

Temporary Asset Handover Form (Employee Loan)

Date of Handover:

Employee Name:

Employee ID:

Department:

Designation:

Asset Details

Asset Description	Asset Tag/Serial No.	Quantity	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"/>

Purpose of Loan/Usage

Return Due Date

Employee Signature:

Name:
Date:
Handover By (Asset Manager):

Name:
Date:
Approved By (Supervisor):

Name:
Date:

Important Notes:

- Employee is responsible for the safekeeping and proper use of the loaned asset(s).
- The asset(s) must be returned in the same condition as received, except for normal wear and tear.
- Any loss or damage must be reported immediately to the Asset Manager.
- Failure to return asset(s) may result in disciplinary or financial action as per company policy.
- This form must be completed and approved before any asset is released to the employee.