

MOBILE PHONE / SIM CARD RETURN RECEIPT

Staff Name	
Staff ID	
Item	
Total Compensation	-
Reason for compensation	-

RETURN RECEIPT

IT DEPT	HUMAN RESOURCE DEPT	STAFF
Checked by :Hazwani Date :	Received by : Date :	Return by : Date :
Documentation ☐ Update intranet ☐	Documentation checking ☐ Documentation filing ☐	Device in good condition ☐ Full set ☐ If no