RNG IT Hardware and Software Handover Form

Person request : _____ Position : _____

Department : _____ Contact : _____

No.	Description	Serial No	Value (RM)
		Total Value (RM)	

……

STAFF ACKNOWLEDGEMENT
RECEIVED RECEIPT

I, (Name): ……(NRIC/EMP.NO.): ……) holds position as …… agree to undertake the above loan items which are provided by the company to carry out my job responsibilities in an effective and efficient manner. And I understand and agree with all the ***terms and conditions** which listed in the gintell intranet system under "**REFERENCE**" -> **IT Device Terms and Conditions**.

IT Department	Staff	HOD
Signature:	Signature:	Signature:
Checked by:	Received by:	Approved by:
Date:	Date:	Date:
	Device in good condition: Yes/No	

……...
……

RNG IT Hardware and Software Handover Form

RETURN RECEIPT

No.	Description	Serial No	Value (RM)
		Total Value (RM)	

Item Condition : _____

_____

Total Compensation : _____

Reason for compensation : _____

IT Department	Staff	HOD
Signature:	Signature:	Signature:
Checked by:	Returned by:	Approved by:
Date:	Date:	Date:
Device in good condition: Yes/No		

……