

****Laptop Issuance Template****

****Company Name:****

[Insert Company Name]

****Department:****

[Insert Department Name]

****Employee Information:****

- ****Employee Name:**** [Insert Employee Name]

- ****Employee ID:**** [Insert Employee ID]

- ****Job Title:**** [Insert Job Title]

- ****Date of Issuance:**** [Insert Date]

****Laptop Details:****

- ****Laptop Model:**** [Insert Laptop Model]

- ****Serial Number:**** [Insert Serial Number]

- ****Asset Tag Number:**** [Insert Asset Tag Number]

- ****Accessories Included:**** [List Accessories, e.g., Charger, Carrying Case]

****Terms and Conditions:****

1. The issued laptop is the property of [Company Name] and should be used for work-related purposes only.

2. The employee is responsible for the care and maintenance of the laptop.

3. Any damage or loss must be reported immediately to the IT department.

4. Upon termination or resignation, the laptop must be returned in good condition.

****Acknowledgment:****

I, [Employee Name], acknowledge receipt of the laptop and agree to the above terms and conditions.

****Employee Signature:**** _____

****Date:**** _____

****IT Department Representative:****

- ****Name:**** [Insert IT Rep Name]

- ****Signature:**** _____

****End of Template****