

IT Asset Issue Form for Student

- 1. Full Name (in Caps):
- 2. Contact No:
- 3. Email id:
- 4. Discipline: 5. Sem:
- 6. Assets: Camera Set Tripod Stand Projector Speaker Microphone
 Studio Lights TASCAM Recorder Video Recorder Trigger
- 7. Other Accessories:
- 8. Date of Issue: 9. Date of Return

I hereby undertake to follow all the terms and conditions mentioned below:

The above item issued is for Institutional and work purpose only, the return of the item shall be subject to satisfactory condition. If any damage(s) are found, the concerned individual may be fined for the same.

Note:

- If not returned within the due date, a fine of Rs. 100/- per day will be levied on the student.
- The assets will be issued from 9AM to 4:30PM (Monday-Friday excluding holidays).
- Prior to acquiring the asset, students are required to inspect its condition and functionality. Any broken or missing items will not be addressed later.

(Signature, Receiver)

(Signature, Issued By)

(Signature, Approved by Faculty)

For Office use only

- Make / Model:
 - Serial Number:
 - Any other details:
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At the time of Returning Asset

Received By Name: Signature

Remarks if any.....

Date of Return: Asset Return Signature:

IT Asset Issue Form for Faculty & Staff

1. Full Name (in Caps):

2. Contact No:

3. Email id:

4. Designation:

5. Assets: Camera Set Tripod Stand Projector Speaker Microphone
 Studio Lights TASCAM Recorder Laptop Video Recorder
 Trigger Desktop Monitor Mouse Keyboard

6. Other Accessories:

7. Date of Issue: 8. Date of Return

I hereby undertake to follow all the terms and conditions mentioned below:

The above item issued is for Institutional Purpose only, the return of the item shall be subject to satisfactory condition. If any damage(s) are found, the concerned individual may be fined for the same.

Note:

- The assets will be issued from 9AM to 4:30PM (Monday-Friday excluding holidays).

(Signature, Receiver)

(Signature, Issued By)

For Office use only

- Make / Model:
- Serial Number:
- Any other details:
.....

At the time of Returning Asset

Received By Name: Signature

Remarks if any.....

Date of Return: Asset Returned Signature: