



Receipt of Office Equipment

Employee Name:

Rafey Ahmed

Designation:

Negotiator

Employee ID:

APD -0106

Department:

WC

Reporting To

Louis Hampton

Date:

02-12-2020

NIC#:

4210147098283

Equipment	Type	QTY.
Laptop /PC	4GB /G640 2.8 GHz /Lenovo	1
Mouse	Elecom	1
Keyboard	Dell	1
LCD	IBM	1
Headset	A4tech HS-PS	1
Others	Power VGA	3
Total Items		8

By signing this form, I agree to the following:

I am responsible for the equipment issued to me; I will use it/them in the manner intended; I will be responsible for any damage done. Upon completion of working from home from the Company, I will return the item(s) issued to me in proper working order.

Furthermore I will replace any items issued to me that are damaged or lost at my expense I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason, or is not returned in good working order.

I hereby acknowledge that I have received the following company property:

Rafey Ahmed
21/12/2020

Employee
Date & Signature

Anuradha
21/12/2020

IT Supervisor
Date & Signature

John Smith
21/12/2020

HR
Date & Signature