**Asset Details:**

|  |  |
| --- | --- |
| Type |  |
| Brand |  |
| Model |  |
| Serial Number |  |
| Assigned Tracking Number |  |
| Condition |  |
| Accessories |  |
|  |
|  |
| Note | This device will be returned when needed by the IT Department or when no longer holding the current position |

I have agreed to the policy of University of Technology Sarawak Asset Custody Policy. I am ready to take full responsibility of the entrusted asset detailed as above and will utilize it wisely and accordingly.

**Custodian Details:**

|  |  |
| --- | --- |
| Full Name |  |
| Position |  |
| Department |  |
| Date |  |
| Signature &  Official Stamp |  |

**Return Detail:**

|  |  |
| --- | --- |
| Date |  |
| Condition |  |
| Custodian Signature |  |
| Receiving Officer Signature |  |