

A·U·K

NOTEBOOK HANDOVER DOCUMENT

A.U.K. Representative: _____

Date: _____

Student: _____

Legal ID#: _____

Contact number: _____

ID Type: _____

(National ID Cards, Driving License Card, Passports are acceptable)

	Item description	Quantity	Serial number (Asset Tag)	Remarks
1	Notebook model	1		
2	Battery Serial	1		
3	Notebook Power Adapter, 60 W, with power cord	1		
4	Backpack	1		
5	Software: Windows 7 Ent, MS Office 2010, MS Visio and Project 2010, SystemCenter End+point Security,...			

Signature of person handing over (A.U.K.): _____

Signature of recipient: _____

PRINT NAME OF RECIPIENT: _____ IS NOW CUSTODIAN OF THE ITEMS ABOVE

PLEASE REFER TO A.U.K. LAPTOP POLICY FOR CONDITIONS RELATING TO DAMAGE, LOSS OR THEFT.

TO BE COMPLETED IN TWO ORIGINAL COPIES – ONE TO BE HANDED TO STUDENT, ONE TO BE RETAINED BY A.U.K.

IT DEPARTMENT