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ASSET HANDOVER FORM

Document Code: ADM-008
Version: 1.0
Date: 01/01/2025

Purpose: Used when **assigning or retrieving office assets** from employees, ensuring clear ownership and responsibility.

Date of Issue/Return: _____

Employee Name: _____

Department: _____

Designation: _____

Asset Details

Asset ID	Asset Name & Description	Serial Number	Condition (New/Used)	Assigned By	Handover Date	Return Date (If Applicable)	Remarks
IT-002	HP EliteBook Laptop	SN98765	New	Admin Team	12/04/2025	-	☑ In Use
FN-006	Office Workstation Desk	WD45678	Used	Admin Team	08/02/2025	-	☑ Good Condition

Employee Acknowledgment:

Received By (Signature & Date): _____

Admin Confirmation (Signature & Date): _____

Usage Instructions:

☑ Employees **must sign the form upon asset receipt and return**.
☑ Any **damages upon return must be logged in the remarks column**.