Office Equipment Inventory Record

Equipment ID	Item Name	Assigned to Employee	Emp. Dept.	Issue Date	Allocated for time *	if Old Equip. Returned *	Selflife of allocated equip,	Remarks	Allocated by Sign.	Recevied by Sign.

* *if Item is allocated for lifetime (upto selflife) - metioned P onl, other wise needs to metioned allocated time period.*

* *if old equipment returned, records for the euqipment is conducted as per equipment ID to easier for tracking.*

Verified by (Monthly Records) by - Manager general - Sign.