HANDING & TAKING OVER FORM

(In case of materials/items being given to outsider)

Following item has been handed over to ……..on date ……

SL No	Item Description	Model	Item Serial No	UoM	Qty	Remarks

Reason:

Handed Over by:
(Name, Signature & Designation)

Taken Over by:
(Name, Signature & Designation)

Verified by:
(In case of IT Related Equipment only)

Approved by:
Dy. CEO/ CEO