



KARNAVATI  
UNIVERSITY

**Records of Laptop Issued to Teaching Staff and key Non Teaching Staff**

Teaching Staff and key Non Teaching Staff details		Laptop Issued by 'IT Department'	
Name		Make of Laptop	
Employee Id		Mac Id of Laptop	
Designation		RAM	
School		Processor type	
Department		Accessories issued, if any	
Date of joining		Cost of Laptop	
		Date of Issue	

**Declaration by Employee:**

I agree to abide by KU policy on Laptop

Signature of Employee:

Date:

**Final Entries at time of exit/ completion of 40 months, from date of Issue (Please tick as appropriate)**

The Lap top was tranferred to above employee after confirmation of 40 months of service, post issue of 'Lap-Top'

The Laptop was transferred to above employee after payment of depreciated value at rate of 2.5% per month, amounting to Rs. \_\_\_\_\_

Sign of Head- Accounts

Date:

Sign of Head- IT Department

Date: