



National Institute of Food Technology Entrepreneurship and Management

Plot-56, HSIIDC Ind. Estate, Kundli, Sonapat, Haryana

IT INVENTORY RECEIPT Slip

IT department confirmed that, we have received..... with accessories in complete / partial from on date.....

Item Description(s)

Name of Item(s) :

Model No:

Serial Number:

Working Status (working/ non working):.....

Physical Damage (if any):

Backup taken by User: Yes/No (Backup of Desktop/Laptop/HDD/Pen Drive will be responsibility of user)

Status of Pending inventory with user: NIL () Partial ()

Inventory (ies) received by

Name:

Designation:

Inventory (ies) checked by

Name:

Designation:

Note: In case of any inventory received in non-working, physical damage, mishandled, misplace of accessories etc the user has to bear its cost and decision of Competent Authority will be final.

This is to certify that undersigned (user) has taken backup of above mentioned item(s) and handed over to HoD / other concerned Authority. Further No backup/confidential data in above item(s) and may be use/ format/ issue to others if required.

Submitted by:

Signature:

Name:

Designation:

Date & Time: