



Asset Allocation Form

User Information: (Please be sure to print clearly)

Full Name:	Date:
Title:	Contact No:
Address:	Email Id:

Laptop Information: (Please be sure to print clearly)

Make(Gateway, Dell, etc.):	Model (5300, Inspiron 3000, etc.):
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Serial No.:	Asset Tag No.:
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Condition:	New <input type="checkbox"/>	Good <input type="checkbox"/>	Poor <input type="checkbox"/>
Damaged: (Please describe):			
Accessories: (Please check all that apply)			
	YES	NO	
1. Speakers			
2. Laptop Bag			
3. Power Cord			
4. Network Cable			
5. Wireless Card			
6. Mouse			
7. Docking Station			
8. Floppy Drive			
9. CD-ROM/Burner drive			
10. DVD drive			

Required Signatures:

User's Signature:	Date:
Administrator's Name:	
Administrator's Signature:	Date:

User will be responsible for any damage or loss of this Asset