EQUIPMENT/DEVICE HANDOVER FORM

ICT Center, AUST

Form/Service No.:	Submission Date:	Time:

1. USER INFORMATION

Name:		**Contact No.:**	
Department/Office:		**Designation:**	

2. DEVICE INFORMATION

Device Type:	☐ Desktop ☐ Laptop ☐ Monitor ☐ Printer ☐ Other:	**Asset / Inventory ID:**	
Brand / Model:		**Serial No.:**	
Operating System:		**Device Password:**	☐ Not Provided ☐ Provided
Accessories:	☐ Power Cable ☐ Adapter ☐ Keyboard ☐ Mouse ☐ Other:	**Remarks:**	

3. REPORTED PROBLEM

Problem Description (as reported by the user):

4. DATA SECURITY & USER RESPONSIBILITY DECLARATION

I understand and acknowledge that the ICT Center is not responsible for the security and backup, loss, corruption, alteration, disclosure, or recovery of any data, files, documents, software, user accounts, or personal information stored on the submitted device during diagnosis, troubleshooting, repair, maintenance, operating system installation, or any other technical work. I am responsible for taking a complete backup and erasing all important data to protect my passwords, accounts, and confidential information before submitting the device. I understand that technical work may require access to the device and may, in some cases, affect stored data. If required, the ICT Center will provide technical assistance for data backup; however, the responsibility for data security and protection remains with the user.

User Declaration: ☐ I have taken a backup and erased all important data. ☐ I understand the above terms.

Submitted by (User):	Signature:	Received by:	Signature:

5. FOR OFFICE USE ONLY

Initial Diagnosis:	
Action / Repair Performed:	
Parts / Components Replaced:	
Final Status:	☐ Repaired ☐ Partially Repaired ☐ Awaiting Parts ☐ No Fault Found ☐ Beyond Repair ☐ Returned Without Repair
Remarks:	

6. DEVICE RETURN / HANDOVER

Return Date:		**Time:**	
Received by:		**Signature:**	