**“Property Custody Receipt”**

**Name:** XYZ **Designation:** XYZ **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:** XYZ **Date:** 02/05/2017

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| **S. No.** | **Nomenclature** | **Description** | **Property No.** | **Condition** |
| 1 | Laptop | HP-Elite Book Core i7 | 01-1234 | Satisfactory |
| 2 | Work Station | Wooden with Side Drawer |  | Satisfactory |
| 3 | Chair | Revolving Hydraulic Base |  | Satisfactory |
| 4 | Telephone | Panasonic |  | Satisfactory |
| 5 | EVO Wingle | PTCL Internet Device |  | Satisfactory |
| 6 | Scanner | HP Scanjet-7500 |  | Satisfactory |

Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Designation) (Designation)