

**“Property Custody Receipt”**

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

Department: XYZ

Date: 02/05/2017

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: \_\_\_\_\_  
(Designation)

Verified by: \_\_\_\_\_  
(Designation)