University of Pannonia

Handover/Receipt of Assets Given for Personal Use

I. Personal data

Name of employee:	
Place and date of birth:	
Name of organisational unit:	

II. Asset data

Inventory number of the asset (SAP ID number):	
SAP description:	
Accessories of the asset (if relevant):	
Type of asset (desktop computer, monitor, laptop, tablet, mobile phone, landline phone, multifunction printer, printer, scanner, photocopier, uninterruptible power supply, projector, portable storage device (e.g. external HDD), laboratory instrument/equipment, other IT equipment, other machines/devices):	
Comment:	

[MG1] megjegyzést írt: Any pre-existing damage or missing components can be documented here.

III. Handover/return of asset

(to be indicated by underlining the appropriate option)

a) Handover

I, the undersigned employee, declare that I have read and accepted the regulatory provisions regarding the personal use of tangible assets, as well as the provisions of Chancellor's Directive No. 4/2024 (V.03.). I have received the asset listed in Section II for personal use. As the exclusive user of the asset, I acknowledge that I am personally and financially responsible for its use and for the asset itself.

b) Return

I, the undersigned inventory officer, declare that the asset described in Section II has been returned by the employee from personal use.

Dated: in ....., on .....

.....	.....
[NAME OF PERSON EXERCISING SUPERVISORY RIGHTS]	**[NAME OF EMPLOYEE]**
supervisor, inventory officer	Employee