## **Employee Hardware Allocation Template**

| Employee<br>Name | Employee<br>ID | Department | Designation | Allocation<br>Date | Hardware<br>Details | Serial<br>Number | Remarks |
|------------------|----------------|------------|-------------|--------------------|---------------------|------------------|---------|
|                  |                |            |             |                    |                     |                  |         |
| Remarks          |                |            |             |                    |                     |                  |         |
|                  |                |            |             |                    |                     |                  |         |
| Serial Numbe     | r              |            |             |                    |                     |                  |         |
|                  |                |            |             |                    |                     |                  |         |
| Hardware Det     | tails          |            |             |                    |                     |                  |         |
|                  |                |            |             |                    |                     |                  |         |
| Allocation Dat   | te             |            |             |                    |                     |                  |         |
| Designation      |                |            |             |                    |                     |                  |         |
| Department       |                |            |             |                    |                     |                  |         |
| Department       |                |            |             |                    |                     |                  |         |
| Employee ID      |                |            |             |                    |                     |                  |         |
|                  |                |            |             |                    |                     |                  |         |
| Employee Na      | me             |            |             |                    |                     |                  |         |