

# Acknowledgement Receipt for Equipment Handover

This **acknowledgement receipt** serves as a formal document confirming the transfer of equipment between parties. It outlines the details of the items handed over and the recipient's confirmation of receipt. This ensures accountability and clear communication during the equipment transfer process.

## Receipt Details

Date:	[Insert date]
From (Handing Over Party):	[Name & Position]
To (Receiving Party):	[Name & Position]
Department/Location:	[Department/Location]

## Equipment Details

Item No.	Description	Serial Number	Quantity	Condition
1	[e.g., Laptop Dell XPS 13]	[e.g., SN123456]	1	[e.g., Good]

I, the undersigned, hereby acknowledge receipt of the above-listed equipment in the condition as noted. I accept responsibility for these items from the date of handover.

### Handed Over By:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Received By:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_