



American University in Kosovo

### NOTEBOOK HANDOVER DOCUMENT

AUK Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

ID#: \_\_\_\_\_

Contact number: \_\_\_\_\_

ID Type: \_\_\_\_\_

	Item description	Quantity	Serial number	Remarks
1	DELL Latitude D630 Notebook	1		
2	Computer Mouse	1	--	
3	Notebook Power Adapter, 90 W, with power cord	1	--	
4	Backpack	1		
5	Software: Windows XP Pro, MS Office 2007, MS Visio and Project 2007, McAfee Antivirus,...			

Signature of person handing over: \_\_\_\_\_

Signature of recipient: \_\_\_\_\_

PRINT NAME OF RECIPIENT: \_\_\_\_\_ IS NOW CUSTODIAN OF THE ITEMS ABOVE

**PLEASE REFER TO AUK LAPTOP POLICY FOR CONDITIONS RELATING TO DAMAGE, LOSS OR THEFT.**

**TO BE COMPLETED IN TWO ORIGINAL COPIES – ONE TO BE HANDED TO STUDENT, ONE TO BE RETAINED BY AUK IT DEPARTMENT**