|  |
| --- |
| Employee Name: |
| Manager Name: |
| Date: |
|  |

|  |  |  |
| --- | --- | --- |
| Description  (Examples: docking station, monitor riser, camera, keyboard, mouse, monitor, computer, etc.) | | Quantity |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |