

IT Equipment Handover Checklist for New Hires

The **IT equipment handover checklist** ensures a smooth and efficient transfer of necessary devices and tools to new hires. It helps track the issuance of laptops, accessories, and software, minimizing setup delays and enhancing productivity. This organized process supports seamless onboarding and accountability for IT assets.

Employee Information

Name		Position	
Department		Date of Handover	

IT Equipment Issued

Item	Serial Number	Condition	Checked By (Initial)	Remarks
Laptop / PC				
Monitor				
Keyboard				
Mouse				
Docking Station				
Headset				
Mobile Phone				
Others				

Software & Account Access Checklist

Software / Account	Access Granted (Y/N)	Remarks
Email Account		
VPN		
Office Applications		
Specialized Software		
File Server/Cloud Storage		
Other Accounts		

Employee Signature		Date	
IT Personnel Signature		Date	