# IT Equipment Handover Checklist for Laptops and Accessories

This **IT equipment handover checklist** ensures a smooth and organized transfer of laptops and accessories, verifying all items are accounted for and in proper condition. It helps maintain accurate records, enhances accountability, and minimizes potential discrepancies during the handover process. Utilizing this checklist streamlines both setup and return procedures for IT assets.

### Employee Information

| | | | |
|---|---|---|---|
| **Name** | | **Department** | |
| **Position** | | **Date** | |

### Equipment Checklist

| Item | Serial Number / Asset Tag | Present | Condition (New/Good/Fair) | Comments / Issues |
|---|---|---|---|---|
| Laptop | | ☐ | | |
| Laptop Bag / Case | | ☐ | | |
| Power Adapter / Charger | | ☐ | | |
| Mouse | | ☐ | | |
| External Keyboard | | ☐ | | |
| Headset | | ☐ | | |
| Other (Specify) | | ☐ | | |

### Additional Notes

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| **Handover By (IT Personnel):** | **Received By (Employee):** |
|---|---|
| Name: _____<br>Signature: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |