

# IT Equipment Handover Checklist

Ensure a smooth transition with our **IT equipment handover checklist** featuring accurate serial number tracking. This tool helps maintain accountability and prevents asset loss during transfers. Streamline your IT management by documenting all devices systematically.

## Employee & Department Information

Employee Name		Department	
Job Title		Date of Handover	

## IT Equipment Checklist

No.	Equipment Type	Brand/Model	Serial Number	Condition	Accessories Included	Remarks
1	Laptop			Good ▾		
2	Desktop			Good ▾		
3	Monitor			Good ▾		
4	Keyboard			Good ▾		
5	Mouse			Good ▾		
6	Other (specify)			Good ▾		

## Signatures

Handed Over by (Name & Signature)	Date	Received by (Name & Signature)	Date