

IT Equipment Handover Checklist

Temporary Device Assignment

The **IT equipment handover checklist** ensures a smooth and secure transition during temporary device assignments. It helps verify the condition, functionality, and proper documentation of all transferred equipment. This process minimizes risks and maintains accountability for the devices issued.

Employee & Assignment Details

Employee Name		Department	
Employee ID		Contact Number	
Date of Assignment		Expected Return Date	

Device & Accessories Checklist

Item Description	Asset Tag/Serial No.	Condition (Good/Repair)	Remarks	Issued (âœ”)	Returned (âœ”)
Laptop					
Power Adapter					
Mouse					
Keyboard					
Other (specify)					

Checklist Confirmation

- Device(s) inspected and functional
- All necessary accessories included
- Asset tag/serial numbers recorded
- User informed about IT security policies
- Reset to factory defaults (if applicable)

Signatures

IT Staff Name & Signature		Date	
Employee Name & Signature		Date	
Return Received By		Date	