

IT Equipment Handover Checklist Including Software Licenses

The **IT equipment handover checklist** ensures all hardware and software licenses are accurately documented and transferred. This checklist helps maintain compliance and prevents loss of critical digital assets. It streamlines the transition process for both outgoing and incoming personnel.

Employee Information

Employee Name	
Department	
Date of Handover	
Handled By (IT Staff)	

Hardware Checklist

Item	Serial Number / Asset Tag	Condition	Returned (â€”/â€”)
Laptop / Desktop			
Monitor			
Keyboard			
Mouse			
Docking Station			
Mobile Phone			
Other (Specify):			

Software License Checklist

Software/Application	License Key	Transfer Confirmed (â€”/â€”)
Operating System (e.g., Windows, macOS)		
Office Suite (e.g., Microsoft 365)		
Antivirus		
Specialized Software (List)		

Network & Account Checklist

Account/Access	Access Revoked (â€”/â€”)	Comments
Email Account		
VPN/Remote Access		
Cloud Services (e.g., Google Drive, OneDrive)		
Other (Specify):		

Signatures

Employee Signature		Date	
IT Staff Signature		Date	