

Acknowledgement Receipt Form for Office Equipment Return

Use this **acknowledgement receipt form** to document the return of office equipment efficiently. It ensures clear communication and accountability between the employee and the organization. This sample form simplifies tracking and verification of returned assets.

Employee Name:

Employee ID:

Department/Unit:

Date of Return:

Returned Office Equipment

Equipment Description	Serial Number/Asset Tag	Condition Upon Return	Remarks
<input type="text"/>	<input type="text"/>	Good <input type="button" value="v"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Good <input type="button" value="v"/>	<input type="text"/>

Additional Comments:

Employee Signature

Date:

Received by (Authorized Personnel)

Date: _____