

# 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="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Good <input type="button" value="▼"/>	<input type="text"/>

**Additional Comments:**

Employee Signature  
Date: \_\_\_\_\_

Received by (Authorized Personnel)  
Date: \_\_\_\_\_