IT Equipment Handover Checklist for Remote Employees

The **IT equipment handover checklist** for remote employees ensures a smooth transition of technology assets by documenting all devices and accessories issued. This checklist helps maintain accountability and track inventory to avoid loss or damage. It is essential for efficient remote workforce management and seamless equipment recovery.

Employee & Assignment Details

Employee Name		Employee ID	
Department		Date Issued	
Position		Date Returned	

Issued IT Equipment & Accessories

Item	Model/Description	Serial Number	Condition (Issued)	Condition (Returned)	Remarks	Checked By
Laptop						
Monitor						
Keyboard						
Mouse						
Headset						
Docking Station						
Other (Specify)						

Notes / Additional Comments

Acknowledgment & Signatures

Employee Signature:
_____

Date: _____

IT Representative Signature:
_____

Date: _____