

# IT Equipment Handover Checklist for Contract Staff

The **IT equipment handover checklist** for contract staff ensures all devices and accessories are properly accounted for during onboarding and offboarding. This checklist helps maintain accurate inventory records and prevents loss or damage. It is essential for smooth transitions and accountability in IT asset management.

## Staff Details

Name		Employee ID	
Department		Position	
Start Date		End Date	

## IT Equipment Checklist

Item	Serial Number/Asset Tag	Condition (Issue)	Condition (Return)	Remarks
Laptop				
Laptop Charger				
Monitor				
Keyboard				
Mouse				
Headset				
Others (Specify)				

## Signatures

Issued By (IT)		Date	
Received By (Staff)		Date	
Returned To (IT)		Date	