

IT Equipment Return Checklist

Employee Name: _____

Employee ID: _____

Department: _____

Date: _____

Return Processed By: _____

Checklist of Returned IT Equipment

Item Description	Asset Tag/Serial Number	Returned ✓	Condition/Notes
Laptop / Notebook	_____	[]	_____
Charger / Power Adapter	_____	[]	_____
Monitor	_____	[]	_____
Keyboard	_____	[]	_____
Mouse	_____	[]	_____
Docking Station	_____	[]	_____
Mobile Phone	_____	[]	_____
Other (specify): _____	_____	[]	_____

Remarks

Employee Signature: _____

Date: _____

IT Staff Signature: _____

Date: _____

Important Notes:

- Ensure all company-issued equipment is returned in good working order.
- All personal or confidential data must be removed before handing over devices.
- Incomplete return of equipment may result in payroll deduction or other administrative actions.
- This checklist may form part of the employee clearance process on termination or transfer.
- Any missing or damaged items should be documented in the remarks section.