

IT Asset Handover Document

Date of Handover	_____
Employee Name	_____
Employee ID	_____
Department	_____
Designation	_____

Asset Details

S/N	Asset Description	Asset Tag/Serial No.	Condition	Remarks	
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Declaration

I hereby acknowledge the receipt of the above IT assets in working condition and understand that I am responsible for their proper usage, care, and timely return to the organization.

Employee Signature
Date: _____

IT Admin / Supervisor Signature
Date: _____

Important Notes

- Ensure all asset details and serial numbers are accurate before handover.
- The employee is responsible for the safekeeping and proper use of all IT assets listed above.
- Assets must be returned in good condition upon request or at end of employment.
- Report any loss, damage, or malfunction to the IT department immediately.
- This document should be filed and retained by the HR or IT department as a record of asset allocation.