

Remote Work Equipment and Asset Handover Form

This form is used to document the handover of company-owned equipment and assets to employees for remote work purposes. Please complete all fields and sign upon receipt or return of the assets.

1. Employee Information

Employee Full Name:

Employee ID:

Department:

Job Title:

Manager Name:

2. Equipment and Asset Details

Please list all remote work assets being issued (e.g., Laptop, Monitor, Keyboard, Mouse, Headset, Office Chair).

Asset Description	Manufacturer / Model	Serial Number / Asset Tag	Estimated Value	Condition (New / Good / Fair)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Terms of Handover Agreement

By signing below, the employee acknowledges receipt of the equipment listed above in good working condition, unless otherwise noted. The employee agrees to the following conditions:

- The equipment is property of the company and is for business use only.
- The employee will take reasonable care of the equipment and protect it from damage, loss, or theft.
- The employee will return all listed equipment immediately upon termination of employment, or upon request by management.

4. Signatures and Authorization

Handed Over By (IT / HR Representative):

Representative Name:

Signature (Sign on Print):

Date:

Received By (Employee):

Employee Name:

Signature (Sign on Print):

Date: