

# IT Equipment and Asset Return Checklist

This checklist is used to document the return of IT equipment and company assets. Please complete all fields below upon asset return.

## Employee and Return Information

Employee Name:

Department:

Return Date:

IT Representative:

## Returned Items Checklist

Asset Description	Serial Number / Asset Tag	Returned? (Yes/No)	Condition / Notes
Laptop / Computer	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Power Adapter & Cables	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Monitor 1	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Monitor 2	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Docking Station	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Keyboard & Mouse	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Headset / Web Camera	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Mobile Phone / Tablet	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Security Keys (Yubikey / Token)	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Building ID Badge / Access Card	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Other: <input type="text" value="Specify item name"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>

## Signatures

By signing below, both parties confirm that the listed equipment has been returned and its condition has been verified as noted above.

Employee Signature:  Date:

IT Representative Signature:  Date: