

Intern Property Return Checklist

Intern Information

Name:

Department:

Internship End Date:

Supervisor:

Property Checklist

Item	Serial/ID No.	Returned	Comments
Laptop		☐	
Charger		☐	
Access Card/ID Badge		☐	
Mobile Phone		☐	
Other		☐	

Notes

Intern Signature:

Date:

Supervisor Signature:

Date:

