

IT Equipment Handover Document

Employee Details

Employee Name:

Employee ID:

Department:

Designation:

Date of Handover:

Equipment Details

Equipment Type	Brand / Model	Serial Number	Condition	Accessories	Remarks

Agreement

I acknowledge receipt of the above-mentioned IT equipment and accessories. I understand that I am responsible for the equipment and will return them in good condition, subject to normal wear and tear.

Employee Signature / Date

IT Representative Signature / Date