

# Loaned Hardware Return Checklist

Employee Name

Department

Date of Return

	Hardware Item	Asset Tag/Serial	Condition On Return	Notes
<input type="checkbox"/>	Laptop	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	Charger / Power Adapter	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	Mouse	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	Keyboard	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	Other	<div></div>	<div></div>	<div></div>

Additional Comments

Employee Signature

IT Staff Signature