Remote Work Technology Checkout Sheet

| Employee Name | | | | |
|--------------------|---------------|-----------|-------------|----------|
| | | | | |
| Department | | | | |
| | | | | |
| Email | | | | |
| | | | | |
| Date | | | | |
| | | | | |
| ltem | Serial Number | Condition | Checked Out | Returned |
| Laptop | | | | |
| Monitor | | | | |
| Keyboard | | | | |
| Mouse | | | | |
| Headset | | | | |
| Other | | | | |
| | ' | ' | ' | ' |
| Notes | | | | |
| | | | | |
| | | | | |
| Employee Signat | ure | | | |
| | | | | |
| Date | | | | |
| | | | | |
| IT Staff Signature | | | | |
| Date | | | | |
| | | | | |