

Technical Asset Return and Decommission Template

Employee Information

Name		Employee ID	
Department		Date	

Asset Details

Asset Type	Asset Tag/Serial	Description	Status (e.g. Working, Damaged)

Data & Accessories Checklist

Accessory/Data Type	Returned	Details
Laptop Charger		
User Data Wiped		
Other Accessories		

Notes/Comments

Employee Signature

IT/Asset Team Signature