

STAFF / EQUIPMENT RETURN

List the actual assigned items and accessories. Mark received only after handover, record visible condition and follow up outstanding items.

Staff member / team

Return arranged for

Receiving team / person

Record reference

Items to hand back — adapt the examples

Item	Asset / serial ref.	Accessories / qty	Received?	Date	Condition / follow-up
Laptop / computer			[]		
Charger / power supply			[]		
Phone / handset			[]		
Headset / peripherals			[]		
Keys / access card			[]		
Other item			[]		

Outstanding items / follow-up

Item reference / next step / owner / expected return

Handed over by / date: _____ Received by / date: _____